

SITEWORK ESTIMATING • FREE ESTIMATOR CHECKLIST

SITEWORK BID SCOPE CHECKLIST

Run this on every sitework bid before the number goes out. Each line is something that gets missed, priced twice, or left out of the exclusions.

PROJECT	BID DATE	ESTIMATOR
HOW TO USE THIS CHECKLIST • Work top to bottom with the plans, specs, addenda, and geotech open. Do not tick a line from memory. • Tick a line only when it is priced, carried by a named sub or supplier, or written into the exclusions. Mark anything that does not apply N/A with a reason. • Anything the documents do not answer becomes an RFI or a written clarification on the bid, not an assumption in your head. • Lines marked 'our default' are house conventions. Confirm them against the spec and your supplier before you rely on them. • Run the last two sections again after the final addendum or price change.		
SECTIONS		
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26 sections • 315 check items • Tick each line, or mark N/A. Lines with a note underneath are the ones that most often move the number.

! MOST COMMON MISSES: READ THESE FIRST

- Measure to subgrade, not finish grade. Section depth, strip, and over-ex come out of every cut and fill number.
- Price import and export per ton with the source and dump site named. Per-load pricing hides payload and distance.
- Over-ex is footprint plus the lateral extension times depth, and the recompaction fill is a second quantity on top of it.
- Pipe is measured center to center or inside face to inside face, depending on the spec. Know which one pays before you count LF.
- Dig width and pay width are not the same number. Price the trench at the pay limit and carry the extra in the unit price.
- Wall excavation is wall LF plus the cutback. Quantify the cutback in CY at 1:1 to the top of footing and price the haul-off by the ton.
- Base under curb, gutter, sidewalk, ramps, and pads is the line most often left out. Type II under curb is its own quantity.
- Sawcut, tack, and structure adjustments show up at every match line. Count them once and carry them in one place.
- Read who installs what before pricing dry utilities. Utility-installed and contractor-installed work are priced very differently.
- Striping counts every 4 inch stripe. A double line is two, and stall layout, symbols, and removal are separate lines.
- The low sub quote is usually the shortest scope. Check what it leaves out before it goes in the number.
- Anything you cannot price from the documents goes to an RFI or the exclusions, never into a silent assumption.
- Compare the final number to similar past bids. An outlier is either a missed scope or a bad assumption.
- Re-read the last addendum on bid day. If it is not in the number or in the exclusions, it is ours.

01

BID LOGISTICS, QUALIFICATION AND BONDING

A missed logistics item can throw a bid out before anyone reads the price.

- ☐ Bid date, time, and time zone confirmed against the latest addendum
- ☐ Submission method: portal, email, sealed hard copy, or a combination
Sealed bids often need specific envelope marking and a delivery address that is not the project site. Leave time for portal uploads and file size limits.
- ☐ Prequalification or bid invitation requirements and safety forms (EMR, injury logs, references), with their own deadline
- ☐ Contractor license classification required for this scope, active in the project state, number and expiration on the form
Grading, paving, and utility work can call for different classifications. Confirm against the solicitation and the state board before bid day.
- ☐ Required registrations: SAM or state vendor, business license, and local or city registrations
- ☐ Bid bond or bid security: amount, form, surety acceptance, and power of attorney
- ☐ Performance and payment bonds, bond or default protection required of us as a sub, and who pays the premium
Premium is a real cost line. Confirm whether it sits in the base bid, a separate bid line, or is carried by the GC.
- ☐ Insurance limits: general liability, auto, umbrella, workers comp, and any pollution lines
Limits above our current program mean a broker quote and a premium add. Check additional insured, primary and noncontributory, and waiver of subrogation wording.
- ☐ DBE, small business, local hire, or similar goals, and subs that must be listed on the bid form with license numbers
Good faith effort paperwork may be due at bid, not after award. Listing the wrong sub or leaving one off can make the bid nonresponsive. Confirm per the solicitation.
- ☐ Bid validity period: how many days the price must hold
A long hold on volatile items such as fuel, asphalt, and pipe needs shorter supplier quote validity or escalation language.
- ☐ Who we are bidding to (owner, GC, CM, design-build) and the award basis: low responsive, best value, or alternates selected

02

BID DOCUMENTS AND ADDENDA

- ☐ Full plan set received: civil, grading, utility, site, landscape, architectural site, structural foundation, and site MEP sheets
- ☐ Sheet index checked against sheets received
- ☐ Latest revision of every sheet, with revision clouds reviewed
- ☐ Spec book complete (Division 01, earthwork, paving, utility, concrete, demo sections), with general and supplementary conditions and sub flow-downs
Division 01 hides cost: temporary power and water, field offices, submittals, photos, schedule updates, testing, and cleaning.
- ☐ Geotechnical report in full with updates, addenda, and response letters, plus any environmental or hazmat reports
Reports get updated during design. The later letter can change over-ex depth, compaction, import specs, or shrink.
- ☐ Boundary and topographic survey with its date, and the source of existing grade (survey, DTM, contours, spot shots)
Bid to existing grade as shown on the contract documents and state that basis. Differences on the ground go to an RFI or a written clarification.
- ☐ Standards and details referenced by the contract: agency standard specs and details, utility company standards
- ☐ Digital files: vector PDFs and CAD, if provided
Measure off vector linework and contours when available. Scale off an image only if the sheet is flattened, and note it.
- ☐ Issued-for-bid status and stamps on the set
- ☐ Conflicts between plans, specs, geotech, and addenda logged, with the contract's order of precedence
Price what the order of precedence says, and note the conflict. If the stricter requirement governs, price the stricter.
- ☐ Addenda log: every addendum received, dated, and read in full

03

PRE-BID: SITE WALK, RFIS AND SCOPE GAPS

- ☐ Mandatory pre-bid meeting or site walk: date and sign-in, or the documented reason we skipped it
- ☐ Site walked with photos: access, gates, haul route, staging, neighbors, overhead lines, existing pavement, trees, and utilities
Check turning radii, clearances, school zones, and posted weight limits on the route trucks and lowboys will use.

- ☐ Existing grade compared to the plans: stockpiles, ruts, ponding, fill placed since the survey
Report differences by RFI so an addendum can address them. Bid the plans and state the basis.
- ☐ Signs of groundwater, seeps, irrigation leaks, old foundations, buried debris, or dumping, and surface utilities visible on site
- ☐ RFIs written, numbered, and sent before the RFI deadline
- ☐ Each RFI cites sheet or spec section, the conflict, and the assumption we will carry
- ☐ RFI answers confirmed as addenda, not verbal or email
Answers outside an addendum may not bind the owner. If an answer is not in an addendum, carry it as a clarification.
- ☐ Vague scope flagged: 'by others', 'NIC', 'by owner', 'see civil', 'as required'
- ☐ Scope split with other trades confirmed: GC, landscape, electrical, plumbing, fire, structural, utility company
Usual gaps: the line 5 ft outside the building, utility stub-outs, pads, sleeves under pavement, and who backfills the trench.
- ☐ Boundary between our scope and adjacent contracts or phases, and any off-site work, easements, or adjacent property access

04

CONTRACT TERMS, SCHEDULE AND PHASING

Terms that never show up in the takeoff but move the number.

- ☐ Contract type and form: lump sum, unit price, GMP, cost plus, or T and M, with indemnity and dispute terms flagged for management
- ☐ Retainage percent, when it reduces, and when it releases
Retainage ties up cash for the whole job. Carry the financing cost on long jobs and check for retainage on stored material.
- ☐ Payment terms: pay-when-paid or pay-if-paid, net days, billing cycle, and schedule of values rules
Pay-if-paid puts owner credit risk on us. Net 60 on monthly billing means carrying two to three months of cost.
- ☐ Liquidated damages: amount per day, trigger, milestone dates, time extension rules, and whether they pass down to us
- ☐ No-damages-for-delay clause and standby cost recovery
If there is no recovery for delay, idle crews and equipment waiting on others are our cost. Price the risk or take exception in writing.

- ☐ Change order process: pricing basis, markup allowed, notice deadlines, and who signs
- ☐ Unit prices required on the bid: which items and the add or deduct basis
Unit prices set the price of changes for the whole job. Price rock, over-ex, import, export, and extra pipe at numbers we can live with in either direction.
- ☐ Alternates: each add or deduct, scope, and effect on base bid items
Alternates often touch base work. A paving deduct may leave base and fine grade in the base bid. Price each alternate as its own number.
- ☐ Allowances: what is included, what they cover, and how overruns and savings are handled
- ☐ Owner-furnished material: delivery date, receiving, unloading, storage, and damage liability
- ☐ Escalation or price adjustment clause for fuel, asphalt, steel, or aggregate, if any
- ☐ Sales and use tax: taxable items, exempt items, and who pays
- ☐ Domestic content, local preference, or Buy America style sourcing rules, per the solicitation
- ☐ Contract time and notice to proceed: NTP date, substantial and final completion, and NTP timing against permits, bonds, and insurance
- ☐ Phasing plan: phases, sequence, mobilizations per phase, and overlap with other contractors
- ☐ Working hours and work windows: night and weekend work, noise limits, cold weather cutoffs, seasonal or event blackouts

05

CLEARING, DEMOLITION AND STRIP

- ☐ Clearing and grubbing area from the plan limits, not just the property line
- ☐ Tree removal by count and size, stumps, root balls, and arborist or permit requirements
- ☐ Strip area and depth per the geotech or spec, and where it goes: stockpile and respread, reuse, or export
- ☐ Demo scope list: pavement, curb, gutter, sidewalk, slabs, foundations, walls, fences, signs, lighting, utilities, with salvage returned to owner
- ☐ Asphalt and concrete demo by SF and thickness, reinforced or not
Measure by thickness because haul-off is priced by the ton. Rebar, thickened edges, and stacked layers add cost and tons.

- ☐ Building or structure demo: depth of removal, slab, footings, basements, and buried items such as tanks, septic, wells, and cisterns
Foundations below the slab, tanks, vaults, and old utility lines are the usual surprises. Read the demo notes for 'remove to X ft below grade'.
- ☐ Sawcut LF at every match line, by depth and material
Sawcut shows up at every limit of removal, every new-to-existing joint, and both sides of a street trench.
- ☐ Utility abandonment, removal, and capping at demo areas
- ☐ Demo haul-off and disposal priced by the ton with dump site, tipping fee, distance, and any recycling documentation
Do not price demo debris per truck load. Convert SF x thickness to tons with a stated density. Recycling concrete and asphalt can cut cost.
- ☐ Protection of items to remain: trees, utilities, pavement, structures, adjacent property
- ☐ Hazardous materials found in demo: who tests, abates, and disposes

06

EARTHWORK QUANTITIES, SHRINK AND BALANCE

Quantities are only as good as the surfaces behind them.

- ☐ Cut and fill measured to subgrade, not finish grade (our default, confirm against spec)
Finish grade quantities overstate cut under pavement and slabs and understate fill. Subgrade is finish grade minus asphalt, base, slab, or topsoil.
- ☐ Section depth deducted for every area: asphalt, base, concrete, slab, capillary break, vapor layer, topsoil
- ☐ Proposed grade surface spot-checked against labeled elevations and contours on the plan
- ☐ Second method run on the volumes: grid, sections, or zone by zone
- ☐ Cut and fill boundary matches the limits of work, grading limits, and daylight lines at slopes
- ☐ Slopes: maximum slope, benching into slopes, keyways, and overbuild and trim back
- ☐ Shrink and swell factors from the geotech, or a stated assumption
Bank, loose, and compacted yards are not the same. Excavate in bank, haul in loose, pay on compacted. Know which one each line uses.
- ☐ Strip, over-ex, and trench spoil added to the balance, not left out
Over-ex and trench spoil are cut that often returns as fill or leaves as export. Keep them in the balance and the haul.

- ☐ Ponds, basins, swales, and detention measured to the bottom, including liner, media, or special soil
- ☐ Pipe, structure, and bedding displacement accounted for in the balance
- ☐ Net import or export adjusted for rock, unsuitable soil, and oversize that cannot be reused, and balanced by phase if needed
The geotech often limits oversize, organics, and expansive soil in fill. Screening or crushing can be a hidden line.

CUT AND FILL TO SUBGRADE (our default, confirm against spec)
Subgrade = finish grade less the pavement, slab, base, or topsoil section
Depth = existing grade less subgrade, not finish grade
 $CY = SF \times \text{depth ft} / 27$

07

SUBGRADE, OVER-EXCAVATION AND COMPACTION

- ☐ Over-ex depth from the geotech by area: building pad, pavement, walls, utilities
- ☐ Lateral limit of over-ex beyond the footprint, in feet, with quantity run as footprint plus lateral extension times depth
The lateral extension drives the CY. A few feet beyond the building line adds far more than it looks like on a small pad.
- ☐ Over-ex material: reuse or export, and whether the soil can be reconditioned
- ☐ Recompect: lift thickness, compaction percent, test method, and moisture range per the geotech
- ☐ Scarify, moisture condition, and recompact depth for pavement and flatwork subgrade
- ☐ Moisture conditioning: water source, haul, drying time on the wet side, and equipment
- ☐ Stabilization if specified or likely: lime, cement, geogrid or geotextile (SF, overlap), or a rock working surface
- ☐ Structural fill spec: gradation, plasticity, size limits, source, and approval before delivery
- ☐ Non-expansive cap, select fill, or capillary break under slabs: thickness and material
- ☐ Proof roll: equipment, passes, and who observes
Failed proof roll areas become over-ex or stabilization. Carry a unit price for soft spots and state the quantity included.

- ☐ Acceptance of subgrade by geotech or special inspector before base or concrete, and who pays for retests
Waiting on an inspector is standby time. Retests after failures are usually on the contractor. Confirm in the contract.
- ☐ Subgrade protection after approval, and re-prepare after rain or other trades
Re-grade and recompact after a storm is a common unpaid item. Say whether re-prepare after weather is excluded.

OVER-EXCAVATION AND RECOMPACTION

$CY = (\text{footprint SF} + \text{lateral extension SF}) \times \text{depth ft} / 27$

Rectangle: $(L + 2e) \times (W + 2e) \times D / 27$,
where e = lateral extension each side

The recompaction fill is a second quantity of the same CY, placed in lifts

08**IMPORT, EXPORT, STOCKPILE AND HAULING**

- ☐ Import and export priced per ton, not per truck load, with source or dump site identified (our default)
Per ton ties price to what crosses the scale. Per load hides payload variation, and a short load costs the same as a full one.
- ☐ Import source identified: pit or plant, one-way miles, haul route, and spec-compliant material with test certifications
- ☐ CY to tons at a stated density: 1.85 tons per CY for aggregate base and Type II, after CY is computed (our default)
Confirm density with the supplier. Native fill, sand, and gravel vary. Say whether the density is loose, compacted, or bank.
- ☐ Imported material bulking: loose CY delivered versus compacted CY placed, plus waste and overbuild
Import compacts down in place, so tons ordered exceed tons that fit the compacted CY. Convert compacted CY with the shrink factor, then add waste.
- ☐ Import for utility bedding, pipe zone, structure backfill, and wall backfill counted separately
- ☐ Dump site: location, hours, accepted material, tipping fee, permit, and scale tickets for payment
- ☐ Truck type and legal payload: end dump, bottom dump, tri-axle, super ten
- ☐ Truck cycle times built for each haul, including scale and dump waits
- ☐ On-site haul distances (cut to fill) and haul road build and maintenance
- ☐ Stockpile locations, sizes, and separation by material: topsoil, structural fill, rock, spoil

- ☐ Rehandle volumes: stockpile then place or export, and leftover stockpile at completion
Every rehandle is a second load, haul, and spread. Count it only where the plan or phasing forces it.
- ☐ Haul route rules: approved routes, time of day, flaggers, street sweeping, oversize or overweight permits

TRUCK CYCLE LOGIC

$\text{Cycle min} = \text{load} + \text{haul out} + \text{dump} + \text{return} + \text{wait}$

$\text{Trips per hour per truck} = 60 / \text{cycle min}$

$\text{Tons per hour} = \text{trips} \times \text{payload tons} \times \text{number of trucks}$

$\text{Trucks needed} = \text{loader tons per hour} / (\text{trips per hour} \times \text{payload})$

$\text{CY per hour} = \text{tons per hour} / \text{density (tons per CY)}$

09**ROCK, HARD DIG AND DEWATERING**

- ☐ Boring and test pit logs read for rock, cemented soil, cobbles, boulders, and refusal depth
Refusal depth is where the rig stopped. It flags hard digging but does not measure the rock quantity.
- ☐ Rock defined in the contract (rippable, hammer, blast), who decides, and rock excavation included or excluded with a unit price per CY
Without a definition every hard dig becomes a dispute. Define rock by equipment and production, in a clarification.
- ☐ Oversize and cobbles in fill: crush, screen, or export, and the maximum size allowed
- ☐ Blasting allowed or prohibited, and who would perform it
- ☐ Trench rock: pay limits, extra width, and bedding replacement
Confirm how far outside the pipe rock is paid and whether the trench is over-dug below the pipe and filled with bedding.
- ☐ Groundwater depth from the geotech, and the date and season it was measured
- ☐ Dewatering method (sumps, wellpoints, deep wells), who designs it, duration, standby pump, fuel, and monitoring labor
- ☐ Dewatering discharge: permit, sediment control, treatment, and discharge location
Discharge to a storm drain or waterway is regulated. Price filter bags or tanks, testing, and permit fees if required.
- ☐ Dewatering excluded, or included with a stated depth and duration limit, plus surface water control during construction

10

BUILDING PAD AND FINE GRADE

- ☐ Building pad elevation, tolerance, and the subgrade elevation under slab, footings, and grade beams
- ☐ Pad limits: building footprint plus the extension beyond it, in feet, per the geotech
- ☐ Pad certification: who surveys, who signs, and who pays for recertification
- ☐ Who holds the pad until the foundation or slab sub arrives
Rain, trenching, and foot traffic degrade a pad after sign-off. If we hold it, carry re-prep. If not, exclude re-prep after hand-off.
- ☐ Base under slab: material, thickness, compaction, tons (CY x 1.85, our default), and who places it, us or the slab sub
Under-slab base, capillary break, and vapor retarder get split between earthwork and concrete scopes. Name who does which.
- ☐ Fine grade of base for paving, sidewalks, flatwork, and curb: limits, tolerance, and who trims base to grade
- ☐ Fine grade of landscape areas: topsoil depth, finish tolerance, rock raking, and who places soil
Landscape fine grade falls between earthwork and landscape contractors. Name the depth and the party.
- ☐ Swale, ditch, and pond fine grade with positive drainage check: low spots, flow lines, and fall at inlets
- ☐ Fine grade after other trades trench through the pad: a second visit
Fine grade after the plumbers and electricians have been through is a return trip. Carry it or exclude it.
- ☐ Slope, shoulder, and embankment trim, including erosion matting, seed, or hydroseed by us or landscape
- ☐ Fine grade production in SF per hour for the actual layout, with machine control or grade checker

11

FOOTING, FOUNDATION AND WALL EXCAVATION

- ☐ Wall footing and foundation LF by footing type and width, from the structural sheets
- ☐ Wall LF plus cutback excavation at 1:1 to the top of footing, quantified in CY, with H taken at each wall segment (our default)
Layback runs to the top of the footing. The footing-depth face stays neat. Do not price the whole depth as a laid-back slope.

- ☐ Cutback on one side or both, and where a property line or neighbor prevents it
Where you cannot lay back you need shoring or another method. Overlap at corners and intersections counts once.
- ☐ Footing trench volume: width x depth x LF, plus working space only if the spec says so
- ☐ Spread footings, pier pads, grade beams, and pile caps by count, size, and depth, and who hauls drilled pier spoil
Drilled pier spoil is often left on site for the earthwork contractor to move. Confirm who removes it.
- ☐ Basements, elevator pits, sumps, and below-grade levels: mass excavation, ramps, benches, and shoring by us or others
- ☐ Backfill at footings, walls, and cutback: material, compaction, lift thickness, and equipment
Backfill against walls often needs small equipment or hand tamping and may wait on wall bracing or concrete strength. Production drops.
- ☐ Backfill quantity: excavated volume minus footing, wall, and pipe volume, native or imported
- ☐ Waterproofing and protection board installed by others before backfill: schedule and coordination
- ☐ Footing and wall drain: pipe LF, drain rock CY, fabric, and outlet
- ☐ Utility crossings through or under footings: sleeves, backfill, and who does it
- ☐ Footing excavation inspection before steel and concrete, and recut after a failed inspection

CUTBACK EXCAVATION (1H:1V, our default, confirm with geotech and safety rules)
Cut back 1 ft horizontal per 1 ft of wall height, to the top of footing. The footing-depth face stays neat.
H = depth from existing grade to top of footing, ft
Cutback CY = wall LF x (H x H / 2) / 27, per side cut back
Footing trench CY = wall LF x footing width x footing depth / 27

12

RETAINING WALLS, MSE AND DRAINAGE

- ☐ Wall types in the set: CIP concrete, CMU, segmental block, MSE, soldier pile, gabion, boulder, timber
Each type has its own excavation, backfill, drainage, and sub. Confirm which are in our scope.
- ☐ Wall alignment, top and bottom elevations, height by station, LF, and face SF, from the wall plans and not just the civil sheets
- ☐ Excavation behind the wall for the reinforced zone, with cutback at 1:1 to the top of leveling pad or footing
Reinforcement length from the wall design sets how far back the cut goes. Get the wall design sheets before pricing.
- ☐ Leveling pad (width, depth, material) and geogrid (quantity, lengths, layers, overlap), and who installs each
- ☐ Reinforced fill: gradation, plasticity, chemical limits, import tons, and lift thickness
Reinforced fill is a tighter spec than structural fill. Local sources may not qualify. Get supplier test data.
- ☐ Compaction near the wall face with light equipment: zone width, passes, and production
Only light compactors are allowed within a set distance of the face. Production is slow. Price it that way.
- ☐ Drainage behind walls: drain rock CY, perforated pipe LF, fabric, geocomposite, and outlets (weeps, daylight, or tie to storm)
- ☐ Wall base subgrade: bearing, over-ex, and inspection per the geotech
- ☐ Block supply, freight, unloading, and who owns engineering and stamped shop drawings
- ☐ Temporary cut slopes or shoring for wall excavation near a property line or structure
- ☐ Wall cap, coping, fence, and guardrail on top: our scope or others

13

WET UTILITIES: PIPE AND STRUCTURES

- ☐ Storm drain pipe by size, material, class, and LF, run by run from plan and profile
- ☐ Pipe LF measured per the contract basis: center to center or inside face to inside face
On short runs between structures the difference is a real percentage of the pipe. Know which one pays.

- ☐ Storm structures by count, size, depth, and type: manholes, catch basins, curb and grate inlets, area and trench drains, headwalls
Depth from rim to invert drives excavation, shoring, and riser rings. Frames, covers, grade rings, and steps are separate quote items. Check each structure against the table.
- ☐ Detention and retention: pipe, chambers, vaults, basins, drywells, underground storage, outlet structures, and riprap
Underground systems carry bedding, stone, fabric, and liner details, and sometimes a manufacturer rep on site. Get a supplier quote and confirm install scope.
- ☐ Sanitary sewer pipe by size, material, depth, and LF, with manholes by count and depth
- ☐ Sewer manhole details: drop manholes, tie-in manholes, coatings, and liners
- ☐ Sewer laterals, wyes, cleanouts, and stubs to property line, by count and length
- ☐ Lift station, force main, grease interceptors, separators, and pretreatment tanks: scope, who sets, connects, and backfills
- ☐ Domestic water main by size and material, with fittings, valves, and hydrants by count
- ☐ Fire line from the main to the building: PIV, FDC, valves, and restraint, to the building line stated in the contract
Underground fire service often ends about 5 ft outside the building and the sprinkler contractor takes over. Confirm the line per code and contract.
- ☐ Water services, meters, backflow preventers, and vaults: who supplies, who sets
- ☐ Irrigation sleeves under pavement and flatwork: who supplies and installs, and when
- ☐ Pipe material, class, and wall thickness by run, cover depth, and traffic load, with approved alternates
- ☐ Tracer wire, locate stations, warning tape, and marker posts
- ☐ Pipe and structure counts reconciled between plan view, profile, and structure table
When plan and profile disagree, send an RFI. Tick structures off by ID against the schedule so none are missed.

PIPE LENGTH BASIS

Plan view runs are center of structure to center of structure.

If the spec pays inside face to inside face, deduct half the structure width at each end. Price what the bid form pays, and match the supplier quote to the same basis.

14

TRENCHING, BEDDING, BACKFILL AND TESTING

- ☐ Trench width at the pay limits from the agency detail, by pipe size
Over-width digging is ours unless the spec pays for it. Pay width is usually pipe OD plus a clearance each side. Use the detail.
- ☐ Trench depth averaged by segment, not by whole run
- ☐ Trench safety: sloping, benching, trench boxes, shoring by depth, and steel plates in live traffic
- ☐ Excavation in existing streets: removal width, T-cuts, and restoration per the agency
- ☐ Bedding and pipe zone material: type, gradation, and thickness under and over the pipe, per the detail
Bedding is a separate spec from base rock. Do not assume Type II works as bedding unless the detail says so.
- ☐ Trench backfill: native or imported, lift thickness, compaction percent, and test frequency
Under pavement, trench backfill often must be imported or processed and compacted in lifts. Native may be allowed outside paving.
- ☐ Flowable fill or slurry at specified crossings and under pavement: CY, supplier, and delivery minimums
- ☐ Native spoil: stockpile, reuse, or export, and how far it travels
- ☐ Pipe laying production by size and depth, with crew size and structure setting time
- ☐ Gravity sewer and manhole testing: air or low pressure, deflection mandrel, camera, and vacuum or water test
- ☐ Pressure testing, disinfection, flushing, and sampling: plugs, restraint, pump, test water, discharge, and who does each
- ☐ Thrust blocks or restrained joints at bends, tees, hydrants, valves, and dead ends
Match restraint to the spec: concrete blocks, restrained glands, or restrained pipe. Restrained pipe changes the supplier quote.
- ☐ Bore, jack, or directional drill crossings: LF, pits, casing, and sub quote
Trenchless needs entry and exit pits, dewatering, and fluid disposal. Usually a sub quote. Confirm permit requirements.
- ☐ Surface restoration after trenching, including trench patch paving in existing streets: SY, thickness, and sawcut

TRENCH AND PIPE ZONE (all dimensions in ft)
 $\text{Trench CY} = \text{LF} \times \text{pay width} \times \text{average depth} / 27$

Use the width at the pay limit in the spec or detail, not the width you plan to dig

$\text{Pipe zone CY} = \text{LF} \times \text{width} \times (\text{bed under} + \text{pipe OD} + \text{cover over}) / 27$, less pipe displacement
 $\text{Pipe zone tons} = \text{CY} \times \text{supplier density}$

15

TIE-INS, CROSSINGS AND ABANDONMENT

- ☐ Each tie-in to existing: location, size, type, depth, and tap method, with who supplies the sleeve and valve
A tie-in is more than a pipe length. It can be a wet tap, a cut-in tee, a shutdown, or a core into a manhole.
- ☐ Connection, tapping, inspection, and capacity fees: who pays
- ☐ Shutdowns and outages: notice, duration, and night work
- ☐ Sewer and storm tie-ins: bypass pumping, core drilling, boots, and sealing into existing structures, with standby labor
- ☐ Existing utility inverts and elevations verified before pipe grades are final
If an existing invert is higher or lower than the plans show, the whole run changes. Verify early with a pothole or field shot.
- ☐ Potholing and crossings: who does it, how many, clearances, conflicts, and surface restoration
Pothole before pipe is ordered. Conflicts found afterward become a change order and a delay.
- ☐ Locate requirements: public one-call and private locates for on-site lines, and who pays
- ☐ Abandonment of existing utilities: abandon in place (cap, plug, flowable fill) or remove, by size and LF
- ☐ Relocations and service disconnects by the utility company, and their schedule
- ☐ Overhead lines, high pressure gas, fiber, and pipeline clearances at work areas and dump, crane, and lowboy paths
Overhead contact is a fatal risk. Include spotters and the utility's required offset in the plan.

16 DRY UTILITIES

- ☐ Who installs and who furnishes: utility crew versus contractor for trench, conduit, boxes, vaults, and pads
Utility-installed equipment and cable are theirs. Trench, conduit, vaults, and pads are often ours or the electrician's. Confirm in the utility standards and the contract.
- ☐ Joint trench: dimensions, depth, number of utilities, separation, backfill, and concrete encasement at crossings
Size depends on who shares the trench. Hand digging, sand backfill, and inspections vary. Use the utility's detail, not the civil plan alone.
- ☐ Conduit: size, count, material, LF, bends, spares, proofing, pull line, end caps, and marking
- ☐ Transformer, switchgear, and meter pads: who pours, who sets, and who stubs conduit
- ☐ Vaults, handholes, and pull boxes: traffic rated lids, crane or boom truck set, and base rock
- ☐ Gas main and services: trench by us or by the gas utility, backfill and compaction
- ☐ Site lighting: conduit, pull boxes, pole bases, anchor bolts, and who excavates and pours
Pole bases are often split between civil, electrical, and the lighting sub. Name who digs, who sets rebar and bolts, and who pours.
- ☐ Telecom, fiber, cable, and traffic signal or ITS conduit, boxes, and loop detectors: scope boundaries and who pulls
- ☐ Utility company inspections, acceptance, fees, deposits, and lead times against the schedule
- ☐ Trenches in the pad for plumbing, electrical, and mechanical: who digs, backfills, and recompacts
When others dig through the certified pad, the subgrade is broken. Decide who restores it.

17 PAVING: SUBGRADE, BASE AND ASPHALT

- ☐ Each pavement section measured separately (standard, heavy duty, truck, fire lane, aprons), less islands, planters, and landscape fingers
Sections change by location and traffic. Truck courts and dumpster pads often carry thicker pavement or concrete. Pull each off the detail.
- ☐ Pavement subgrade prep: scarify, moisture condition, recompact, proof roll, and any geotextile, geogrid, or treated subgrade
- ☐ Aggregate base CY by section converted to tons at $CY \times 1.85$ (our default), plus waste for trim and overbuild

- ☐ Aggregate base under paving, curb, gutter, sidewalk, ramps, flatwork, and over-width beyond back of curb
Base under sidewalks, curb returns, and ADA ramps is easy to miss. Check each detail for a base requirement.
- ☐ Type II under curb: 4 ft wide x 0.5 ft deep x curb LF (our default, confirm against the agency detail)
- ☐ Asphalt tons by section and lift (surface, binder, leveling) from mix density or plant yield, plus taper and waste
Each lift has its own mix, thickness, and tons. Thickness is compacted. Keep lift thickness inside the limits for the mix.
- ☐ Mix type, binder grade, aggregate size, RAP content, and mix design submittal
- ☐ Tack coat and prime coat: area, rate, and material, between lifts and at joints and curb faces
- ☐ Paving production in tons per day, with paver, rollers, and crew; plant and trucking minimums
- ☐ Joint treatment, match to existing, and hand work at small areas, islands, and behind curb
- ☐ Manhole and valve frames raised to final grade before the surface lift
- ☐ Smoothness, thickness, and ponding tolerance and who repairs birdbaths
Ponding at curb lines is a rework item. Check flow lines with a string line or water test before the crew leaves.
- ☐ Pavers, stamped asphalt, colored concrete, permeable or pervious paving: who installs

BASE AND ASPHALT TONS (confirm density with supplier)

Base CY = SF x thickness in / 12 / 27

Base tons = CY x 1.85 (our default for aggregate base and Type II)

Type II under curb CY = 4 ft wide x 0.5 ft deep x curb LF / 27, then x 1.85 for tons (our default, confirm against the agency detail)

Asphalt tons = SF x thickness in / 12 x density lb per CF / 2000

Rule of thumb 110 lb per SY per inch, confirm with the mix

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PAVEMENT REHAB,
STRIPING AND ADA

- ☐ Mill and overlay: area, mill depth, overlay thickness, tons, edges and tapers at match lines, and millings export by the ton
Milled material may belong to the owner or the milling sub. Decide haul-off, recycle, or stockpile, and carry sweeping and tack.
- ☐ Patching: full depth versus partial depth, SF, and depth
- ☐ Crack seal, seal coat, slurry, chip seal, and interlayer fabric: LF or SF, material, rate, and cure window
- ☐ Existing structures adjusted to new grade: manholes, valve boxes, cleanouts, lids, by count
- ☐ Striping LF by 4 inch stripe by color, doubles counted twice, with arrows, legends, and crosswalks counted apart
Check whether stall layout, ADA symbols, arrows, and removal of old striping are in the quote or on the bid form.
- ☐ Paint, thermoplastic, or preformed tape; beads; coats; and removal or blackout of existing markings
- ☐ Accessible stalls and aisles: blue striping, symbols, signs, and slope limits
Slopes at accessible stalls and aisles are tightly limited. If plan elevations violate them, RFI before bidding.
- ☐ Signs: type, count, posts, footings, and who supplies faces and hardware
- ☐ Wheel stops and bollards: count, material, anchoring, sleeves, footings, and concrete fill
- ☐ ADA ramps and landings by type from the agency detail, with detectable warning surface type and color
Ramps at crosswalks, curb returns, and building entrances each carry concrete, base, domes, and sawcut.
- ☐ Speed bumps and humps, rumble strips, curb painting, and fire lane marking and signs

STRIPING AND MARKINGS

LF is measured per 4 inch stripe. A double yellow is two stripes, so 2 x centerline LF. Stalls: LF per stall x count. A shared line between stalls counts once. Wider stripes, arrows, symbols, and hatching are separate lines. Check the bid form for LF, EA, or LS.

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SITE CONCRETE

- ☐ Curb and gutter by type and LF (vertical, rolled, mountable, ribbon, median), with returns and radii counted
- ☐ Valley gutter: LF or SF, width, thickness, and joints
- ☐ Sidewalk and driveway aprons: SF by width and thickness, thickened edges, reinforcing
- ☐ Flatwork: dumpster pads, trash enclosures, dock aprons, equipment pads: SF, thickness, and reinforcing
Enclosures and truck aprons are often heavier sections shown only on architectural or structural sheets.
- ☐ Concrete pavement: thickness, dowels, tie bars, joint layout, curing, and rebar or mesh, with who supplies and places it
- ☐ Expansion and control joints: LF, spacing, filler, and sealant
- ☐ Mix spec (strength, slump, air, fiber, color) and supplier terms: short-load, pump, minimums, and standby
- ☐ Base under concrete counted once, in the base tons, not also in the concrete sub's quote
Check the quote for base trim. If it includes base material, deduct yours.
- ☐ Forming approach: slipform versus hand form for curb
Slipform is faster. Radii, short runs, and tight spots are hand formed and cost more per LF. Price the mix of methods.
- ☐ Finish, ADA cross and running slopes, curing, sealer, and cold or hot weather protection
- ☐ Small concrete: retaining and header curb, mow strips, bumper curbs, headwalls, collars, vault bases, steps, and footings
- ☐ Self-perform or sub each concrete item, and what the sub quote includes
If subbed, confirm forming, rebar, base trim, sawcut, curing, pumping, and cleanup. Match the sub's quantities to ours.

SITE CONCRETE QUANTITIES

Curb and gutter by LF per type; valley gutter by LF or SF as the form pays
Flatwork CY = SF x thickness in / 12 / 27, plus thickened edges and waste
Base under curb: Type II 4 ft x 0.5 ft x curb LF / 27 (our default), carried once in the base tons

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SWPPP, EROSION CONTROL AND DUST

- ☐ **SWPPP:** who writes it, files the notice of intent, is the qualified inspector, and pays permit and termination fees
Responsibility often splits between the owner as permit holder and the contractor for implementation. Confirm whose name is on the permit and who pays the fees.
- ☐ **Perimeter control and inlet protection:** silt fence, fiber rolls, wattles, gravel bags, berms, and inlet protection by count
- ☐ **Stabilized construction entrance,** wheel wash, street sweeping, and track-out cleanup
- ☐ **Slope protection:** erosion matting, hydroseed, mulch, tackifier, or temporary seed by SF or acre
- ☐ **Sediment basins, traps, and temporary swales:** excavation, riser, and cleanout
- ☐ **BMP inspections and repair labor, removal of temporary BMPs, and final stabilization before closeout**
Weekly and after-storm inspections and repairs run for the life of the schedule. Carry the labor and the duration.
- ☐ **Dust control:** permit, plan, water truck, hydrant meter, and monitoring per the air quality rules
Dust permits can carry fees, acreage limits, and compliance monitoring. Some require dust control on non-work days. Per the jurisdiction.
- ☐ **Water source and trucks for dust and compaction:** hydrant meter, deposit, usage fees, haul distance, and truck hours
If no hydrant is near, water hauls from a distant source. Price water truck hours, not just the water.
- ☐ **Wetlands, streams, buffers, and protected species restrictions per the permits**
- ☐ **Concrete washout, fueling, equipment wash, and spill containment areas per the SWPPP**

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TRAFFIC CONTROL, SURVEY, TESTING AND PERMITS

- ☐ **Traffic control plan:** required, who prepares and gets it approved, review time, and closure and detour notice days
- ☐ **Flaggers, signs, barricades, arrow boards, cones, and channelizers by day or shift per phase**
- ☐ **Pedestrian and business access maintained with signs, and police or uniformed officers if required**

- ☐ **Survey control:** benchmarks, control points, and datum verified before starting
- ☐ **Construction staking:** who provides it and what is included: rough grade, fine grade, curb, utilities, buildings
Restaking after damage or lost stakes is usually charged to the party that lost them. Confirm the trip count in any survey quote.
- ☐ **Machine control model:** who builds, checks, and updates it
- ☐ **As-built survey and record drawings:** who surveys and when
As-built shots on pipe and structures must be taken before backfill. Late shots cost potholes.
- ☐ **Testing and inspection:** owner paid versus contractor paid, first tests versus retests, geotech observation, and test submittals
Usually the owner pays first tests and the contractor pays failed tests and retests. Confirm in the contract.
- ☐ **Permits:** grading, encroachment, haul, water meter, dust, SWPPP, street closure, and demolition
Right-of-way work usually needs an encroachment permit with bond and insurance on file. Include time to obtain it.
- ☐ **Permit, plan check, inspection, impact, connection, and capacity fees:** who pulls the permit and who pays
- ☐ **Agency inspection notice time before pour, backfill, and paving**

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SAFETY, MOBILIZATION, EQUIPMENT AND LABOR

- ☐ **Mobilization and demobilization:** how many times, by phase and by return trip
Each return needs lowboys, fuel, escorts if oversize, and crew time. Phasing and utility-only returns multiply it.
- ☐ **Equipment list from the takeoff with source and rate basis:** owned, rented, or rent-to-own, plus delivery, pickup, damage waiver
- ☐ **Lowboy moves:** loads, miles, oversize or overweight permits, and pilot cars
Heavy haul permits take lead time and some routes limit time of day. Include lowboy wait time at the site.
- ☐ **Operating cost and tooling:** fuel, maintenance, tires, undercarriage, cutting edges, attachments, small tools, and consumables
- ☐ **Crew makeup by task, with changes for shoring, traffic, and pipe work, and idle time waiting on survey, inspection, or others**
- ☐ **Production rates used:** source and adjustments for access, soil, and weather

- ☐ Prevailing wage: federal, state, or local determination in the documents, correct classifications and fringes, certified payroll
Wage determinations are specific to county, trade, and date. An addendum can replace one. Use the version in the bid documents.
- ☐ Union or project labor agreement requirements, if any
- ☐ Labor burden, overtime, shift premiums, and night differential, plus per diem and travel for out-of-town work
- ☐ Site safety plan, orientation, drug testing, badging, PPE, competent persons, confined space, crane, and fall protection
- ☐ Site security and temporary fencing: LF, rental, relocation, gates, lighting, guard, cameras, and theft protection
Owners often push security to the contractor. Carry at least fence and locks and confirm who pays for a guard.

MOBILIZATION AND MOVES

Moves = lowboy loads x round trip hours x hourly rate

Add permits, pilot cars, fuel, and wait time at the site

Count every machine in and out for every phase, not once per job

23**GENERAL CONDITIONS, CLEANUP AND CLOSEOUT**

- ☐ Superintendent, project manager, and admin: foreman days on site, truck cost, submittals, RFIs, and pay applications
- ☐ Submittals: product data, mix designs, shop drawings, and how many resubmittals to expect
- ☐ Schedule, meetings, progress photos, and documentation required by the spec
- ☐ Field office, toilets, dumpsters, containers, temporary power, water, and communications: months of rental and monthly bills
- ☐ Cleanup: daily, weekly, and final, sweeping the site and adjacent streets, plus punch list time and remobilization
- ☐ Protection of completed work from other trades, rain, and traffic
Damage to curb and pavement by other trades turns into repairs at the end. If not excluded, it is ours.
- ☐ Warranty period, reserve, and callbacks
Settlement over trenches is the usual callback. Carry a reserve and check the spec's warranty length.

- ☐ Record drawings: redlines, delivery format, and when they are due for pay
Keep a daily markup set. Late as-builts can hold retainage.
- ☐ O and M manuals, attic stock, lien releases, final affidavits, and final inspections by city, utility, and fire marshal

24**SUBCONTRACTOR AND SUPPLIER QUOTES**

A quote is only as good as its scope. Read the quote, not the number at the bottom.

- ☐ Written quote on letterhead with project, date, scope, and addenda acknowledged, with phone quotes confirmed in writing
- ☐ Quote validity date against bid validity, and any escalation clause
- ☐ Scope matrix across all quotes (demo, sawcut, base, tack, striping, signs, adjustments, traffic control, testing), low quote checked first
The low number is often the shortest scope. Check every item against every quote for overlaps and holes, and carry what the low quote leaves out.
- ☐ Aggregates: spec, source, price per ton, delivered or at plant, fuel surcharge, wait time, minimum loads, and gradation certs
- ☐ Asphalt supplier or paving sub: price per ton by mix, delivered or at plant, short-load fees, oil index adjustment, minimum tons
Many plants build in an oil index adjustment. Ask whether the quote is firm. A paving sub's tons and thickness must match our takeoff, with a stated repricing basis.
- ☐ Pipe: material, class, joints, fittings, gaskets, restraints, freight, and delivery schedule
Check class and joint type against the spec. Confirm that gaskets, lube, fittings, and restraints are in the price.
- ☐ Structures: quote by structure ID, with frames, covers, steps, bases, delivery, and set
Confirm whether the quote is delivery only or delivery and set. Rings and grade adjusters get left off.
- ☐ Concrete supplier: mix, price per CY, delivery, minimums, short-load, waiting time, and tax
- ☐ Trucking and rentals: rate basis, fuel surcharge, wait time, minimum hours, rate by term, hour allowance, damage waiver
- ☐ Survey and testing lab: staking trips, restakes, as-builts, lab and field testing scope, rates, and who orders and pays
- ☐ Traffic control: plans, devices, flaggers, nights, day rates, and minimums

- ☐ Striping and signs: LF by 4 inch stripe, layout, paint type, symbols, bollards, and wheel stops
Confirm doubles count twice and that stall layout, ADA symbols, and removal of old striping are in the quote.
- ☐ Landscape and irrigation: who does topsoil, sleeves, and finish grade, and where their scope starts
- ☐ Fencing, gates, electrical, and lighting subs: footings, operators, and boundaries on trench, conduit, and pole bases
- ☐ Shoring, dewatering, and specialty subs: design responsibility, stamps, and insurance
- ☐ Sub insurance, license, and bonding verified, with certificates on file

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EXCLUSIONS AND CLARIFICATIONS

Be specific. Say what is not included in plain words and attach it to the bid.

- ☐ Rock, cemented soil, boulders, unsuitable soil, soft spots, and over-ex beyond the geotech depth and lateral limit, at unit prices
Pair it with a unit price per CY so the owner has a number and we have a basis for a change.
- ☐ Hazardous materials, contaminated soil, tanks, and abatement, plus archaeological, cultural, and environmental findings
- ☐ Dewatering and groundwater control, or the stated limits
- ☐ Permits, fees, bonds, testing, special inspections, and survey not listed as included
- ☐ Landscape, irrigation, and site lighting
- ☐ Work by utility companies: connections, relocations, fees, meters, and energization
- ☐ Engineering, shoring design, wall design, and stamped drawings by others
- ☐ Basis of quantities: plans as issued, existing grade as shown, geotech as issued
State that the bid is built off the contract documents. Conditions that differ later are change orders.
- ☐ Unit prices for added work: rock, over-ex, import, export, pipe, trench depth
- ☐ Import and export estimated in tons with named source, dump site, and distance, paid on scale tickets
A change in source, dump site, or haul distance reprices. Say so.
- ☐ Delays by others, weather, utilities, inspections, and late approvals, with standby time

- ☐ Working hours basis (normal daytime, night and weekend excluded unless noted) and number of mobilizations included
- ☐ Price validity in days, with escalation after that date for fuel, asphalt, steel, and pipe, and sales and use tax treatment
- ☐ Pad tolerance and certification limited to the spec, with regrading after others excluded
- ☐ Repairs to damage by others, and to unmarked, private, or abandoned utilities not shown on the plans
- ☐ Items by others named one by one: sleeves, conduit, pads, pole bases, fencing, curb, and traffic control beyond the plan
- ☐ Alternates and allowances: which are included and how overruns and savings are handled
- ☐ Exceptions to contract terms listed, or a statement that the bid is based on the contract as issued
On public work an exception can make the bid nonresponsive. Know the rule before adding one.

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MARKUPS, BID FORM AND FINAL REVIEW

- ☐ Overhead and profit applied the same way as the last bid, on self-performed work, subs, and material
- ☐ Bond premium from the surety's rate for this contract value
Premium usually depends on the final contract price. Get the rate and put it in the number or on its own line.
- ☐ Insurance cost: GL, auto, umbrella, and any extra premium for this job
- ☐ Contingency: where it is carried, what it covers, and a written decision
- ☐ Financing cost of retainage, payment terms, and mobilization
- ☐ Unit prices, alternates, and \$/SF compared to similar past bids and the base bid, with outliers explained
A number far from similar projects is either missed scope or an opportunity. Find out which.
- ☐ Quantity math and unit conversions: re-add extensions and transfers, check CY to tons, SF x inches to CY, bank versus loose versus compacted
Cut and fill, tons, and LF are the usual transpose errors. Have a second person check the biggest lines.
- ☐ Labor and prevailing wage rates checked against the wage determination in the addenda
- ☐ Sub and supplier numbers entered match the quote letters, including tax

- ☐ Double count check: base, trench backfill, sawcut, tack, and adjustments counted in only one place
Overlaps: base under concrete in both the sub quote and our base tons, trench backfill in both pipe and earthwork, sawcut in both demo and paving.
- ☐ Omission check: walk every sheet one more time and tie each sheet to a line
- ☐ Bid form: every line priced or N/A, quantities match, subs listed with license numbers, and participation forms done
- ☐ Bid form total equals the sum of the lines, and words agree with figures
- ☐ Addenda acknowledged by number and date on the form, with the portal rechecked on bid day
An unacknowledged addendum can make the bid nonresponsive. Late addenda show up on bid day.
- ☐ Bid bond, signatures, notary, and seal per the instructions, with correct bidder name, amount, and project name
- ☐ Proposal letter with inclusions, exclusions, and clarifications attached, if the solicitation allows
- ☐ Submission confirmation saved: portal receipt, email delivery receipt, or time-stamped hand delivery
- ☐ Bid file archived: final plans, addenda, estimate, quotes, assumptions, and exclusions

BID BUILD-UP (confirm your order and what each markup applies to)

Direct cost: labor, equipment, material, subs, trucking, disposal

+ general conditions and supervision

+ overhead

+ contingency, if carried

+ bond premium and insurance, if not in overhead

+ sales tax, if applicable

+ profit

= bid price

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General guide only. The contract documents govern. Check every item against the plans, specs, addenda, and the wage determination for your project. © 2026 Earthworks NV. Free to print and share with attribution.