

Solicitation Date: _____ Project _____
 Project Manager: _____ Lead Engineer: _____

Specification Technician Check List

The guidelines in the Solicitation Set SOP should be followed when developing the deliverables that will be used by the US Army Corps of Engineers, Chicago District. The following list of items is highlighted as an additional level of quality assurance.

Electronic File Check List

- _____ 1) Cover Sheet - Label as "Solicitation Set", Indicate month/day/year of solicitation
- _____ 2) Table Contents – Updated
- _____ 3) 00010 - Updated
- _____ 4) 00700 - Updated
- _____ 5) 00800 - Physical data attachments
- _____ 6) 01 10 00.00 03 - Form 4267 (dredging only)
 - (a) As-built Amount Provided
- _____ 7) 01 22 00.00 10 – Cross reference with bid schedule
- _____ 8) 01 33 00 – Submittal Form, include solicitation no and Form 4025
- _____ 9) 01 57 20.01 10- NPDES attachment (Illinois only)
- _____ 10) 01 58 00.00 03 - Project and safety signs and graphic provided
- _____ 11) All Divisions - All sections included in Table of Contents
- _____ 12) All Divisions - Solicitation no. on all pages
- _____ 13) Compiled pdf, SpecsIntact sections and supporting documents are electronically provided to Chicago District in accordance with the SOW.

Printed Specification

- _____ 1) The specifications were printed from the compiled pdf and each section verified against the table of contents, to insure no sections were missed and in proper order.

Specification Technician

Date

A/E Quality Manager

Date