

SVEGO

PROJECT INTAKE FORM

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CUSTOMER INFORMATION		NOTES:
Project Title:		
Company Name:		
Customer Contact:		
Customer Title:		
Customer Email:		
Customer Contact Number:		
Project Address:		
BC ENERGY INFORMATION		NOTES:
Date:		
Intake Prepared by:		
Construction Manager:		
Project Manager Owner:		
PROJECT INFORMATION		NOTES:
Market Segment:	Federal Private	
	Commercial Construction	
	Industrial/Energy Emergency Power	
Pricing Requirement:	Budgetary/ROM Firm/Fix	
Proposal Type	Negotiated Competitive	
Construction Type:	Single Multiple	
Number of Units:		
Unit Type:	Standard Custom	
Proposal Type:	Purchase	
Project Budget:		
BCE Project Role:	Prime Contractor Sub-Contractor	
Project Scope of Work:	Turnkey Building, Delivery & Set	
Bid Documents:	RFP/RFQ Drawings None	
Schedule:		
Liquidated Damages:	Yes No	
Bid Bond:	Yes No	
Performance Bond:	Yes No	

Labor Type:	Open Shop	Prevailing Wage	Union	
Strategy Call Request Date:				
Prebid Meeting Date:				
Internal Proposal Request Date:				
Site Visit/Prebid				
Proposal Due Date:				
Award Date:				
Project Completion Date:				
PROPOSAL INFORMATION (PROPOSAL REQUIREMENTS)				NOTES:
Cover Letter:	Yes	No		
Marketing Information:	Yes	No		
Specifications:	Yes	No		
Essentials List/Schedule:	Yes	No		
Scope of Work:	Yes	No		
Project Schedule:	Yes	No		
Drawings:	Yes	No		
Previous Experience:	Yes	No		
Bid/Performance/Payment Bond:	Yes	No		
EHS Plan:	Yes	No		
Project Management Plan:	Yes	No		
QA/QC Plan:	Yes	No		
Contract Clarifications:	Yes	No		
Technical Clarifications:	Yes	No		
Estimate, Pricing, Bid Form:	Yes	No		
PROJECT STRATEGY HIGHLIGHTS				NOTES:
Project Highlights:				
Competition:				
Potential Project Partners:				
Potential Risks:				
Suggested Strategy:				
Next Steps:				
Resources Needed:				
#SAVETHEGRID				