



# DRINKING WATER PLANS & SPECIFICATIONS REVIEW CHECKLIST

Project Sponsor: \_\_\_\_\_ Project Number: \_\_\_\_\_  
 Contract Title: \_\_\_\_\_ Contract #: \_\_\_\_\_  
Brief summary of contract work:

Have plans & specifications been previously accepted? If "Yes" list contract title and effective date of acceptance below.  Yes  No

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The basis for this checklist is Rule 62-552.700, F.A.C. The questions below are used to verify that the plans and specifications prepared for competitive bidding meet program requirements.

1. Is the project sponsor requesting construction funding at the next priority list meeting? Explain.

Yes No Comments:

2. Is the work described consistent with the planning documentation recommendations?

Yes No If "No" describe the inconsistency and how it was resolved:

3. Do the design documents include any ineligible items?  Yes  No  N/A

If "Yes," briefly describe and list the ineligible items:

4. Has the ineligible work been noted as ineligible in the database?  Yes  N/A

5. Is the work described consistent with environmental mitigation as recommended in the Department's environmental information document?  Yes  Mitigation is not an issue

6. During the administrative review, has anything come to the reviewer's attention to indicate the documents are too incomplete to competitively bid the contract work or procure equipment/materials as appropriate? Yes No

7. Do the contract specifications include the requirements of the most current FDEP Supplementary Conditions, as appropriate? Yes No

If No, Please explain:

8a. Has the construction permit been received? If No, then provide an explanation. Yes No

8b. Has the Site Certification been received? If No, then provide an explanation. Yes No

9. The completion time for the contract is \_\_\_\_\_ days.

10. Are the following clearly specified?

- a. Formal advertising and bid opening procedures? Yes
- b. Method of bid evaluation; including bid item additives, deducts and contract award? Yes
- c. Comprehensive (or individual) "or equal" clause(s) for equipment and materials? Yes

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- 11. Will the project sponsor use a pre-qualified list in acquiring goods and services?      Yes      No  
If “Yes,” is the pre-qualified list current and does it include enough qualified sources to ensure maximum open and free competition?      Yes      N/A
- 12. Are bonds (or equivalent) required for bids and contract performance and payment of suppliers, subcontractors and workmen?      Yes
- 13. Are the procedures for issuing changes to the bidding and contract documents clearly stated?      Yes
- 14. Has the contract information been entered into the database?      Yes
- 15. Is the acceptance letter included with this checklist?      Yes

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**ACCEPTANCE:**

**Project Manager**

\_\_\_\_\_

\_\_\_\_\_

**Program  
Administrator**

\_\_\_\_\_

**Effective Date**