

CWSRF PLANS & SPECIFICATIONS REQUIREMENTS CHECKLIST

The following is a list of requirements for plans and specifications submitted for CWSRF project approval. The basis for these requirements is Rule 62-503.700 or Rule 62-505.700, F.A.C.

Specifications and each page of the plans are signed and sealed by a professional engineer.

The work described is consistent with the approved Facilities Plan recommendations. If it is not, then any inconsistencies and how it was resolved are described.

Design documents have enough detail for the SRF project manager to determine any ineligible items such as a contingency allowance and other unspecified uses.

The work described is consistent with environmental mitigation as recommended in the Department's environmental information document, as applicable.

The documents are complete enough to competitively bid the contract work or procure equipment/materials, as appropriate.

Contract specifications include the requirements of the FDEP Supplementary Conditions, as appropriate.

If the project is subject to EPA Capitalization Grant project requirements (please check with your project manager if you do not know), then additional Supplemental Conditions need to be incorporated (MBE/WBE, etc.)?

The number of days of completion time for the contract is specified, if known.

Formal advertising and bid opening procedures are clearly specified.

Method of bid evaluation, including bid item additives, deducts and contract award, is clearly specified.

Comprehensive (or individual) "or equal" clause(s) for equipment and materials are clearly specified.

If using a pre-qualified list in acquiring goods and services, then that list is current and includes enough qualified sources to ensure maximum open and free competition.

Bonds (or equivalent) are required for bids and contract performance and payment of suppliers, subcontractors and workers.

Procedures for issuing changes to the bidding and contract documents are clearly stated.

The Cost and Effectiveness Certification and Water/Energy Conservation Certification are also provided.

If the project has a Small Community Wastewater Facilities Grant associated with it, the categories (wastewater, etc.) must be separated so grant percentages can be determined.