



DRINKING WATER STATE REVOLVING FUND PROGRAM PLANS & SPECIFICATIONS CHECKLIST

The basis for this checklist is Rule 62-552.700, F.A.C. Plans and specifications for construction funding under the Drinking Water State Revolving Fund Program must be prepared for competitive bidding and meet program requirements. This checklist is a guide for meeting those requirements.

The work described is consistent with the planning document (i.e., approved facilities plan) recommendations. If not, then inconsistencies are explained and resolved.

The work described is consistent with environmental mitigation as recommended in the Department's environmental information document (i.e., the FCEN, FONSI, etc., prepared by the DEP in accordance with the facilities plan).

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

The contract specifications include the requirements of the most current FDEP Supplementary Conditions.

If the project is subject to EPA Capitalization Grant project requirements (ask your SRF project manager if not known), the MBE/WBE goals (these are goals not requirements) are understood and the additional Supplemental Conditions are incorporated into the bidding documents (e.g., advertised broadly or specifically to MBE/WBE contractors).

- The completion time for the contract is stated.
- The following are clearly specified in the documents:
 - Formal advertising and bid opening procedures;
 - Method of bid evaluation; including bid item additives, deducts and contract award; and
 - Comprehensive (or individual) "or equal" clause(s) for equipment and materials.
- If a pre-qualified list for acquiring goods and services is to be used, the list is current and includes enough qualified sources to ensure maximum open and free competition. (i.e., equipment brands are not specified).
- If bonds (or equivalent) are going to be required for bids and contract performance and payment of suppliers, subcontractors and workmen, it is clearly stated in the document.
- Procedures for issuing changes to the bidding and contract documents are clearly stated.