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.