

**STORMWATER LOCAL ASSISTANCE FUND (SLAF)  
REVIEW OF CONSTRUCTION PLANS AND SPECIFICATIONS**

Locality:	SLAF Grant #:
Project:	Date:
Prepared by:	Title:

**INSTRUCTIONS**

Indicate whether the following information is adequately addressed in the contract documents and note the location of the information. The questionnaire may be completed electronically or by hand. Please submit all documents, including design plans, used in the preparation of this questionnaire.

**ADVERTISEMENT, INSTRUCTIONS, AND TERMS**

Item	Yes/No	Location	For DEQ Use
Evidence of advertisement			
Information to obtain bid documents			
Instructions for submitting sealed bids			
Location to submit sealed bids			
Provisions for modifying or withdrawing bids			
Date/Time bids are to be received			
Was adequate time allowed to prepare bids (recommend at least 20 days)			
Date/Time of bid opening Date: _____ Time: _____			
Length of time for bids to remain open Number of days: (Recommend at least 60 days to resolve grant agreement)			
Scope/Description of work			
Basis for awarding contract			
Bond requirements			
Statement that contractor must abide by OSHA regulations			
"Or Equal" clause allowing for the substitution of equipment, materials, or provisions			
Change Order procedures			
Requirements for reporting progress of work			
Substantial Completion procedures			
Erosion and Sediment Control procedures			
Shop Drawing procedures			
As-Built Drawing procedures			
Payment procedures (recommend 30 day period if payment is dependent of SLAF disbursement)			
Final payment withholding (no more than 5% retained until completion of project)			

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BID FORM, PROPOSAL, AND AWARD			
Item	Yes/No	Location	For DEQ Use
Bidder's qualifications / work history			
Lump sum			
Unit price			
Alternate bids			
Work schedule / completion timeline			
Number of days allowed for substantial completion:			
If sole source procurement, was authorization obtained from DEQ?			
Was award presented to lowest cost, responsible bidder?			

BOND REQUIREMENTS			
Item	Yes/No	Location	For DEQ Use
5% bid bond			
100% payment bond			
100% performance bond			

INSURANCE REQUIREMENTS			
Item	Yes/No	Location	For DEQ Use
Workmen's Compensation			
Fire and Extended Coverage (Builders Risk)			
Public Liability			
Property Damage			
Vehicle Liability			
Flood Insurance (if required)			
Liquidated damages			

FORMS			
Item	Yes/No	Location	For DEQ Use
Bid form			
Agreement form			
Notice of award			
Notice to proceed			
Bid bond			
Payment bond			
Performance bond			
Escrow Agreement (if applicable)			
Partial payment request			
Change order			
Certificate of substantial completion			

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PLANS AND DESIGN		
Item	Yes/No	For DEQ Use
Design is in accordance with SLAF application		
Plans are at 100% design and are bid-ready		

REQUIRED DOCUMENTATION		
Item	Yes/No	For DEQ Use
Separate BMP Certification for each proposed practice (not required for stream restorations)		
Two (2) hard copies of plan set: one to project officer, one to project manager		
Electronic copy of plans		
Project specifications		
Responsibilities and Maintenance Plan		
All required environmental permits		

COMMENTS

PROJECTS RECEIVING FUNDING FROM VIRGINIA CLEAN WATER REVOLVING LOAN FUND			
Item	Yes/No	Location	For DEQ Use
Statement that bidders must comply with the President's Executive Order #11246, prohibiting discrimination in employment regarding race, color, creed, sex, or national origin, and Executive Orders #12138 and #11625 regarding utilization of MBE/WBE firms; Certification that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin; and Statement that bidders must comply with the Civil Rights Act of 1964.			
Instructions to Bidders/Offerors regarding MBE/WBE requirements			
Statement that bidder did not participate in collusion or otherwise take any action in the restraint of free and competitive bidding			
Option to escrow retainage for contractor (contracts for conveyance greater than \$200,000 without FmHA participation)			
State Contract inserts, verbatim			
Correct Fair Share Dollar Objective			
Design conforms to approved Preliminary Engineering Proposal?			
Plan-in-hand site visit conducted			
Cursory review for conflicts, incompatibility, or other problems in plans and specifications			