

**VIRGINIA CLEAN WATER REVOLVING LOAN FUND (VCWRLF)
 REVIEW OF CONSTRUCTION PLANS AND SPECIFICATIONS**

Project Name:	Loan #:
Prepared by:	Date:
DEQ Reviewer:	Date Received:

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
Scope/Description of work			
Date/Time bids are to be received			
Date/Time of bid opening Date: _____ Time: _____			
Was adequate time allowed to prepare bids			
Instructions for submitting sealed bids			
Information to obtain/review bidding documents			
Basis for awarding contract			
Provisions for modifying or withdrawing bids			
Bidders qualifications standards			
➤ 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.			
Statement that Bidders must comply with the Davis-Bacon Act and AIS Provisions. Location of DB Wages: <u>In Volume 1</u>			
☞ Instructions to Bidders/Offerors regarding MBE/WBE requirements, verbatim			
☞ "Or Equal" clause allowing for the substitution of equipment, materials, or provisions			
☞ If sole source procurement, was authorization obtained from DEQ?			

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Item	Yes/No	Location	For DEQ Use
<input type="checkbox"/> Statement that contractor must abide by OSHA regulations			
Change Order procedures			
Requirements for progress schedule			
Liquidated damages			
Shop Drawing procedures			
As-Built Drawing procedures			
Substantial Completion procedures			
Erosion and Sediment Control procedures			
<input type="checkbox"/> Payment procedures (recommend 30 day period if payment is dependent of VCWRLF disbursement)			
<input type="checkbox"/> Final payment withholding (no more than 5% retained until completion of project) [10% allowed in FmHA projects]			

BID FORM, PROPOSAL, AND CONTRACT SPECIFICATIONS

Item	Yes/No	Location	For DEQ Use
Location for Bid Submittal			
Length of time for bids to remain open Number of days: 60 calendar days (Recommend at least 60 days to resolve financing agreement)			
Lump sum			
Unit price			
Alternate bids			
<input type="checkbox"/> Statement that bidder did not participate in collusion or otherwise take any action in the restraint of free and competitive bidding			
Work schedule / completion timeline Days allowed for Substantial Completion: Days allowed for Final Completion:			
<input type="checkbox"/> Separation of eligible and non-eligible items, if applicable			
Option to escrow retainage for contractor (contracts for conveyance greater than \$200,000 without FmHA participation)			
<input type="checkbox"/> State Contract inserts, verbatim			
Correct Fair Share Dollar Objective			

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☞ 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)			

FORMS *per DEQ - include copies of forms not included (ok to send templates if final copies are not ready)

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			

GENERAL REVIEW OF PLANS AND SPECIFICATIONS DEQ will fill out

Item	Yes/No	For DEQ Use
☞ Design conforms to approved Preliminary Engineering Proposal		
Plan-in-hand site visit conducted (if so, describe in comments section or attach)		
Cursory review for conflicts, incompatibility, or other problems in plans and specifications (if so, describe in comments section or attach)		

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COMMENTS

Recommendation:

- Approve
- Approve with conditions
- Return with comments

Project Manager: _____

Date: _____