

Part E. Plans and Specifications Submittal Checklist

Provide information for **ALL** items. If any item is not applicable enter “NA” in the corresponding box **AND** provide a brief explanation.

If the referenced project requires a FONSI a **COMPLETE** non-discharge permit application ([http://www.nccgl.net/Engineering/Sewer Permits.html](http://www.nccgl.net/Engineering/Sewer%20Permits.html)) or Authorization to Construct application (<http://www.nccgl.net/Engineering/plans.html>) must be submitted with the CWSRF ARRA application.

Table E-1: Plan Submittal			
Provide three (3) sets of complete plans on 11”x17” sheets: signed, sealed, and dated by a NC Professional Engineer and stamped “Final Drawing – Not Released For Construction” and including the following:		Information Is Provided	Additional Information
1	All work clearly shown and all applicable engineering disciplines represented (electrical, structural, etc.)		
2	All property lines, construction easements, permanent easements, and ROW(s) shown		
Complete Items 3-9 if the project is deemed permitted, has been permitted through a fast track process, or is requiring a permit and has an attached application. Note: Skip Items 3-9 if the project has been permitted by DENR and has stamped approved plans.			
3	All wells within 125 feet shown		
4	For earthen-lined treatment units, or irrigation, or disposal sites all wells within 500 feet shown		
5	For lagoons and irrigation projects all houses and places of public assembly within 400 feet shown		
6	For sewer/pipeline and WWTP all wetlands, watercourses, and drainage features within 50 feet shown		
7	For irrigation projects all wetlands, watercourses and drainage features within 500 feet shown		
8	Sewer extensions in area designated on State Registry of Natural Heritage Areas clearly shown		
9	Sewer extensions in area dedicated as a NC Nature Preserve clearly shown		

Table E-2: Specifications and Contract Documents Submittal

Provide three (3) sets of complete contract documents: signed, sealed, and dated by a NC Professional Engineer including the following:		Information Is Provided	Additional Information
1	Advertisement for Bidders		
2	Information for Bidders		
3	Bid Form (gravity sewer broken out by unit price based upon depth, as applicable)		
4	Agreement		
5	Payment Bond		
6	Performance Bond		
7	Notice of Award with Owner and Contractor signature lines (NOT Engineer)		
8	Notice to Proceed with Owner and Contractor signature lines (NOT Engineer)		
9	Change Order Form		
10	General Conditions		
11	Special Conditions		
12	Complete Technical Specifications (electrical, structural, equipment, etc.)		
13	SRF Special Conditions		
14	Minority Business Forms		
15	Minority Business Guide		
16	Dispute Resolution with mediation		
17	Contract Duration		
18	Construction Sequence		
19	Subsurface Investigation (if applicable)		
20	Scope of Work matches application/ER/EA		
20	Scope of Work matches Authorization to Construct or Non-Discharge Permit		
21	Davis-Bacon Wage Requirements		
22	“Buy American” Requirements per ARRA		

Table E-3: Supplemental Documentation

<u>Provide copies of all related permits, as applicable</u>		Information Is Provided	Additional Information
1	Authorization to Construct		
2	Non-Discharge Permit		
3	Executed Interlocal Agreements, if applicable		
4	Engineer's signed, sealed, and dated G.S. 133-3 certification (http://www.nccgl.net/Engineering/plans.html)		
5	401 Water Quality Certification		
6	404 Permit		
7	CAMA Permit		
8	CAMA Consistency Determination		
9	Dam Safety Permit		
10	DOT Encroachment Agreement		
11	Railroad Encroachment		
12	Section 10 Permit		
13	Sedimentation and Erosion Control Permit		