



PROJECT \_\_\_\_\_ BID NO \_\_\_\_\_ EPWater PM \_\_\_\_\_

CONSULTANT \_\_\_\_\_ SUBMITTED ON \_\_\_\_\_ as a 95% (A) original

RESUBMITTED ON \_\_\_\_\_ as a 95% (B) revision

<p><i>For Items not applicable, mark NA in YES column</i></p> <p><i>SC = Supplementary Conditions found in Section 00800 front-end of Project Manual</i></p> <p><i>Enter data into blank prompts under the Description column where applicable.</i></p> <p><i>For (✓) in the NO or PENDING column, attach memo of explanation. Otherwise, correct now.</i></p>		By CONSULTANT			By PM
ITEM NO.	DESCRIPTION	YES	NO	PENDING	Flag E & Os
<b>1.0</b>	<b>FRONT COVER</b>				
1.1	Title begins with location key words, otherwise with program/project description.				
1.2	Check Bid No. is same on interior cover sheet, table of contents, informal notice, bid form (00300-1).				
1.3	Public Service Board members are current as of ____ / ____ / ____: _____ Ivonne Santiago, Chair _____ Bryan Morris, Vice Chair _____ Charlie Intebi, Secretary-Treasurer _____ Kristina Mena, Member _____ Lisa Saenz, Member _____ Stefanie Block Uribarri, Member _____ Mayor Oscar Leeser, Ex-Officio Member  If different than in template, enter replaced names in spaces above.				
1.4	This is the 1st - 95% submittal. Depending on extent of errors/omissions found by owner and requiring revisions, if returned to Consultant, this version shall be designated as a less than 95% version, and when resubmitted, shall be construed as a 95%B version (not 100%).				
1.5	Cover sheet is stamped "95% Review Copy", otherwise:				
1.6	If original 95% submittal to owner was returned to consultant due to extensive revisions required or missing data, this secondary submittal shall be considered a 95% B version and so stamped on the cover sheet. Only 1.4 or 1.6 shall be marked YES at any one time.				
<b>2.0</b>	<b>INTERNAL COVER SHEET</b>				
2.1	Matches front cover information.				
<b>3.0</b>	<b>TABLE OF CONTENTS</b>				
3.1	Part A (front end) Bidding Requirements, Contract Forms, & General Conditions: All Sections shown are inserted herewith and accounted for. Exceptions: Section _____, _____, _____ are not included for reasons noted: _____. To be inserted by _____ (date).				
3.2	Part B (back end) Technical Specs are inserted after the front-end documents and accounted for. Exceptions: Division _____, _____, _____ are not included for reasons noted: _____. To be inserted by _____ (date).				



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3.3	Technical Spec Division Numbers identified in Table of Contents match those shown in Section 00500 Article 7.9.				
<b>4.0</b>	<b>INFORMAL NOTICE (00010) &amp; INVITATION TO BID (00020)</b>				
4.1	Informal Notice AND Invitation to Bid templates as issued or revised by EPWater Contracts office are the most current revision dated ___/___/___.				
4.2	Bid submittal and opening date and times have been verified with Purchasing Clerk.				
4.3	Dates from that originally verified with Purchasing Clerk has changed and is shown current.				
4.4	Times from that originally verified with Purchasing Clerk has changed and is shown current.				
4.5	Bid submittal and opening Date & Times match those shown on Informal Notice (00010-1) and Invitation to Bid (00020-1).				
4.6	Pre-Bid (not Pre-Addendum) Conference ___ is ___ is not <b>mandatory</b> & accordingly indicated in the Informal Notice. If mandatory, this paragraph contains verbiage that " <i>failure to attend the pre-bid conference will result in disqualification of Bidder's Bid</i> ".				
4.7	The Pre-Bid Conference Date and Time are exactly repeated in the Informal Notice (00010-1), in the Invitation to Bid (00020-1), and in the Instruction to Bidders (00100-16) entitled "19. Pre-Bid Conference".				
4.8	A pre-bid virtual meeting link and call-in number have been provided by the Project Manager and inserted in the Invitation to Bid (00020-2) section entitled "Pre-Bid Meeting Instructions".				
4.9	A bid opening virtual meeting link and call-in number have been provided by the Purchasing Clerk and inserted in the Invitation to Bid (00020-2) section entitled "Bid Opening Instructions".				
<b>5.0</b>	<b>INSTRUCTIONS TO BIDDERS (00100)</b>				
5.1	Instructions to Bidders template (entire section) as issued or revised by EPWater Contracts office is the most current revision dated ___/___/___.				
5.2	Minimum Project Specific Criteria is inserted in Item 3 of Section 00100.				
5.2.1	Key Personnel (functional titles for each as deemed necessary for this project) are called out as one of the items under the Minimum Project Specific Criteria.				
5.2.2	If there is intent to award to 2 or more separate contractors (proposals A, B, etc.), indicate criteria applicable to proposal A separate from proposal B, and separate for the two combined (see General Criteria based on dollar value). See checklist item 6.5 below. (Consider the impact to Section 500 milestones, description of work, completion due dates, etc.).				
5.2.3	Minimum Project Specific Criteria has been reviewed and approved by either CTO or COO as a minimum.				



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5.2.4	Minimum Project Specific Criteria has been additionally reviewed and approved by the DM and Contracts Administrator.						
5.2.5	Consultant takes note of checklist items 5.2 and 5.2.1 above as related to requirements outlined in the Qualification and Financial Disclosure Statement at the back end of Section 00100-18, Item 3 "Experience" Subitems 3.6 and 3.7 respectively as a mandatory Post-Bid / Pre-Award submittal.						
<b>6.0</b>	<b>BID FORM (00300)</b>						
6.1	Bid Form template (entire section) as issued or revised by EPWater Contracts office is the most current revision dated <u> / /</u> .						
6.2	The item description No. 1 for Insurance, Bonds, Mobilization / Demobilization indicates "not to exceed 5 percent of remaining Bid Items".						
6.3	Trench Safety is shown as a separate bid item. There is a corresponding Measurement and Payment description for this item in the Technical Specifications Division 1 General Requirements section (see checklist items 16.2.1 and 16.3.3 below).						
6.4	TOTAL BID PRICE is followed by wording that describes which items in the proposal constitute the total price, i.e., "for items 1 through 20", or "for a combination Bid containing both Lump Sum and Unit Prices". For base bid plus alternates, wording is inserted to describe which items or combination of base bid with alternates will constitute the APPARENT LOW BID.						
6.5	Proposal is composed of two parts A and B (or other non-standard form). The method to be used to evaluate / award the bid(s) is described at the end of the Bid Proposal section. Said method is also described in Section 00100-14 Item 16 "Award of Contract" and summarized in Section 00020 Invitation to Bid. See checklist item 5.2.2 above.						
6.6	Breakdown of Cost for Materials & Cost for Labor is called out.						
6.7	Work to be completed in _____ calendar days is called out and matches the same call out in Section 00500 Article 3 Contract Time for Final Completion.						
6.8	Following Section 00300, inserted are forms for: 1) Certificate of Insurance Availability 2) Minority Certification and Participation Summary 3) Section 00301 – Contractor Prequalification Form 4) Section 00302 – Certificate of Interested Parties, Form 1295 5) Section 00303 – Statement of Residency Form 6) Section 00304 – Statement of Nondivestment from Israel 7) Section 00310 – MWBE Sample Solicitation Documents						
<b>7.0</b>	<b>STANDARD FORM OF AGREEMENT (00500)</b>						
7.1	Standard Form of Agreement... template (entire section) as issued or revised by EPWater Contracts office is the most current revision dated <u> / /</u> .						
7.2	Article 1 Work - Project name matches cover sheet.						



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7.2.1	Description of Work matches same shown in 00010 Informal Notice, and 00020 Invitation to Bid.						
7.2.2	Bid Alternates are being considered and are described in this Work section. This same info is shown in sections 00010 Informal Notice, and 00020 Invitation to Bid.						
7.3	Article 3 Contract Time - Liquidated Damages:						
7.3.1	Substantial Completion calendar days have been inserted in Article 3 Contract Time Paragraph 3.1.						
7.3.2	Final Completion calendar days have been inserted in Article 3 Contract Time Paragraph 3.1. Number of days matches Item 5 of the Bid Form Section 00300. Matches Technical Spec Section _____ entitled "Contract Time".						
7.3.3	Liquidated Damages are shown for each corresponding (intermediate) milestone indicated along with its corresponding description. Liquidated Damages for Substantial & Final Completion are also shown in this paragraph (refer to Section 00800 SC 11.11 for repeat of this info). See checklist item 14.6 below.						
7.4	Article 7 Contract Documents Paragraph 7.9 - Division Nos. match table of contents Technical Spec section.						
7.4.1	Article 7 Paragraph 7.10 - Project name matches cover page information.						
7.5	Contract Submittal Checklist follows end of Section 00500.						
7.6	<p>If NPDES Permit required (see checklist item 14.5 below), copies of NOI (EPA form 3510-9 two sheets) and NOT (EPA form 3510-7 two sheets) are inserted in back of Section 00500. Payment for NPDES activities is called out in the Measurement and Payment section of the Tech Specs, specifically for Bid Item No. _____ entitled _____.</p> <p>If NPDES Permit is not required, then Best Management Practices (BMPs) must be incorporated to the drawings. Payment for BMP activities is called out in the measurement and payment section of the Tech Specs, specifically for Bid Item No. _____ entitled _____.</p>						
7.6.1	NPDES/BMPs construction requirements are included in a bid item under site work, pipe installation, or other facility work, and is so noted in its respective description of Measurement and Payment (Division 1 General Requirements of the Tech Specs).						
7.7	Texas Comptroller of Public Accounts "sample" follows - Section 00510 Certificate of Account Status.						
8.0	<b>PERFORMANCE BOND (00610) - 1 page form is inserted.</b>						
9.0	<b>PAYMENT BOND (00630) - 1 page form is inserted.</b>						
10.0	<b>CERTIFICATE OF INSURANCE (00650) - 1 page form is inserted.</b>						



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11.0	CM 9220A Certificate of Substantial Completion (00660) – 1 page form is inserted.						
12.0	CM 9230 Contractor’s Closeout Checklist (00680) – 1 page form is inserted.						
13.0	GENERAL CONDITIONS (00700) - complete 2018 set is inserted.						
14.0	SUPPLEMENTARY GENERAL CONDITIONS (00800)						
14.1	Supplementary General Conditions template (entire section) as issued or revised by EPWater Contracts office is the most current revision dated ____/____/____. Particular attention has been given to "NOTES TO SPECIFIER" found in template addressing key areas of concern.						
14.2	Article 5 - SC 5.03.E & F – Subsurface and Physical Condition Reports for this project are correctly referenced and dated. Copies will be submitted to Contracts as part of the Final Bid Package to be posted on EPWater website.						
14.3	Article 6 – SC 6.04.A Property Insurance – Blank is filled in with minimum dollar amount of property insurance the Contractor is required to maintain. Amount to be based on the proportionate value of the project that could be at risk at any point in the project.						
14.4	Article 7 - SC 7.03.D Overtime Costs – standard verbiage is included here by EPWater. However, additional requirements including the cost per hour is indicated here as well as in the Tech Specs, Division 1 – General Requirements in a paragraph for Nighttime, Weekend, & Holiday Work. See checklist item 16.2.1 below.						
14.5	Article 7 - SC 7.09.B TPDES Permit is _____ is not _____ required and is so indicated in this paragraph. New Phase II Rules will be in effect prior to January 24, 2019, and Owner will issue modified guidelines to Consultant. See checklist item 7.6 above.						
14.6	Article 11 - SC 11.11 - The Liquidated Damages amounts for both Substantial Completion and Final Completion are correctly inserted and matches the LD Rate Justification form. If applicable, amounts for intermediate milestones are also shown. All milestones in this section match those indicated in Section 00500 Article 3 item 3.2 (see checklist item 7.3.3 above).						
14.7	Article 18 - MISCELLANEOUS - This section may contain numerous special conditions specific to this project. <b>Consultant has insured that the intent and description all items under this Article do not conflict with similar or identical items described in the Technical Specifications of the Project Manual.</b> Typical items that should appear under this Article are regards to: Construction adjacent to High Voltage Lines, Gas lines, NPDES, EPCWID#1 Dewatering Permit et.al., PCBs, Railroad Permit requirements (with attached permit at end of section 00800), Railroad Liability Insurance, Contractor payment of Overtime Inspection, City Engineering Requirements, Wage Rates special requirements (copies of rates in Section 00840). For specific wording on specific items above, contact PM, DM, Contracts Manager.						



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14.8	Article 18 - SC 18.13 - EPCWID #1 Dewatering Permit _____ is _____ is not required. If so, standard EPWater verbiage is indicated in this section.				
14.8.1	Two separate costs are associated with Dewatering. 1) Permit costs are due to EPCWID#1 by Owner before start of dewatering. This cost is included in the bid item(s) for installation of pipe or other facility. <b>There is no separate bid item for this permit activity.</b> 2) There is a bid item (or otherwise included in installation of pipe or other facility) for the physical dewatering required using equipment and other means & methods. Both 1 and 2 costs above are clearly stated in the Measurement and Payment section of the Tech Specs. See checklist item 17.7 below.				
14.9	Article 18 - SC 18.__ ADDITIONAL REQUIREMENTS CITY or COUNTY OF EL PASO. Addresses Subdivision Design Standards, Traffic Control, Grading and Drainage Permits, Paving et. al. Include only if needed otherwise indicate N/A.				
14.10	Section 00810 – EPWater Contractor Insurance Coverage Checklist are inserted following Section 00800.				
14.11	Section 00820 – EPWater Standard Application for Payment Form CM 11343A and Section 00825 – EPWater Standard Application for payment Continuation Sheet Form CM 11343B are inserted following Section 00810.				
14.12	Section 00830 – Pay Application Checklist are inserted following Section 00825.				
<b>15.0</b>	<b>WAGE RATES (00840)</b>				
15.1	Most current Prevailing Wage Rates adopted <b>February 28, 2017</b> , for Paving and Street Construction, Dirt Work, Heavy Construction, Pipeline Work, Highway are inserted. It has been determined by the Consultant that rate schedule is applicable to this type of project. <b>5 sheets.</b>				
15.2	Most current Prevailing Wage Rates adopted <b>January 28, 2017</b> , titled 2020 Building Construction Trades Wage Rates are inserted. It has been determined by the Consultant that rate schedule is applicable to this type of project. <b>7 sheets.</b>				
15.3	This is a _____ agency funded project requiring the use of Davis Bacon Wage Rate schedules. In addition of City Wage schedules indicated in 15.1 and 15.2 above, the most current version of the Davis Bacon schedules have been inserted <b>dated ____/____/____. __ sheet(s).</b>				
15.4	If both types of wage scales are required, Consultant has added verbiage explaining which aspects of the project require use of the Heavy and Highway versus the Building Scale. Required for complex building or treatment plant projects. Reference NOTE TO SPECIFIER Section 00800 SC 7.11.D.				
15.5	Section 00850 – Texas Workers' Comp Forms DWC81 – DWC85 are inserted following Section 00840.				
<b>16.0</b>	<b>TECHNICAL SPECIFICATIONS</b>				
16.1	Table of Contents is inserted. Content matches front end Table of Contents.				



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<b>16.2</b>	<b>DIVISION 1 - GENERAL REQUIREMENTS</b>				
16.2.1	As a minimum, where applicable, Includes Summary of Work, Existing Utilities, Working Hours, Contract Time (match Section 00500 Article 3), Work Sequence (milestones), Submittals, Measurement & Payment (describes detail description of bid items), Construction Schedule, Video, Testing Services ( <u>refer to EPWater standard wording</u> ), Water for Construction ( <u>EPWater standard meter wording</u> ), Traffic Control, Restoration, As-Built Drawings.				
16.2.2	If section on "Environmental Controls" is used in this Division, indicate that TPDES will or will not be applicable on this project. If not applicable, there may still be wording on Best Management Practices (BMPs), erosion and water controls as a general requirement.				
<b>16.3</b>	<b>DIVISION 2 - SITE WORK</b>				
16.3.1	Fill materials are adequately called out by class and makeup.				
16.3.2	Backfill compaction requirements are sufficiently stated.				
16.3.3	Trench Excavation Safety System requirements (methods, safety program, inspection) are described in this Division 2 of the Technical Specs. OSHA Regulations, downloadable from EPWater website, are attached as reference.				
16.3.4	City of El Paso Roadway Construction Standards are attached if applicable.				
<b>16.4</b>	<b>DIVISION 5 - METALS</b>				
16.4.1	Manhole Frames and Covers are called out.				
<b>16.5</b>	<b>DIVISION 9 - FINISHES</b>				
16.5.1	Coating Systems are industry and EPWater standards.				
<b>16.6</b>	<b>DIVISION 15 - MECHANICAL</b>				
16.6.1	EPWater standards for Pipe, Valves, and appurtenances are called out. No galvanized fittings are specified.				
<b>16.7</b>	<b>ELECTRICAL</b>				
16.7.1	Controls, Instrumentation, Power requirements, Cathodic Protection, monitored devices and Equipment are called out. <b>EPWater Operations, SCADA</b> and engineering personnel have reviewed these requirements.				
<b>17.0</b>	<b>MISCELLANEOUS REQUIREMENTS</b>				
17.1	This project involves special funding. All funding agency requirements have been discussed with the PM and the Contracts Manager and have been incorporated herewith.				
17.2	Project Summary Statement (PM 7101) is attached herewith.				



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17.3	Final Engineer's Opinion of Probable Cost (PM 7051A) is attached herewith. Quantities in Section 00300 Bid Form match the quantities in Engineer's Estimate. Units of measurement match.						
17.4	Liquidated Damages (MS 7102) support letter for substantial and final completion, and any intermediate milestones if applicable, is attached.						
17.5	This project may require exclusive contractors to bid the project, Consultant has coordinated with PM and Purchasing Manager a list of qualified contractors. Consultant has assured himself that other bid activities do not conflict with this project to receive sufficient interest to bid.						
17.6	An updated revised Bid Schedule & Construction Milestones (Form PM 7080) accompanies the 95% submittal (Procedures Manual Task 7.10.2).						
17.7	Copy of EPCWID #1 response for dewatering permit is attached at 95% submittal. Consultant previously provided standard form letter addressed to this agency for EPWater signature and was forwarded by the PM. If not yet available, indicate expected date of receipt: ____/____/____. Otherwise, indicate if License form is already with EPWater Legal Office for final process ____yes ____no. See checklist item 14.8.1 above.						
17.8	Consultant acknowledges that he has addressed all comments or revisions generated at the 60% (or other as agreed to) review meeting with the Owner, either by incorporation into the Bid documents, or by dismissal with explanation to the PM on issues/concerns not agreed to. <b>All EPWater Operations requests were properly documented, and said requests were either incorporated ____yes ____no. If not, a memo of explanation was provided to PM on why not incorporated.</b>						
<p><b>Consultant hereby certifies that this checklist has been utilized for Quality Control review of the Project Manual. All items applicable to this project have been reviewed and checked to conform with EPWater's Bid Document requirements and administrative policies.</b></p> <p><b>Signature of Consultant's Engineer of Record:</b></p> <p>_____ Date: ____/____/____</p> <p><b>I have reviewed / discussed content with Consultant:</b></p> <p>_____ PM Initials: _____</p> <p>_____ Date: ____/____/____</p>							