

CONTRACTOR SUBMITTALS

FINPROJ NO.: _____ **DATE:** _____

F.A.P NO.: _____ **CONTRACT NO.:** _____

PRIME CONTRACTOR: _____

ACKNOWLEDGE	N/A	SUBMITTED AT PRECON	
_____		_____	1. The Work Progress Schedule Chart (Form 700-010-29A, B, C) or CPM and the concise written work plan – 1 copy Submitted to engineer in accordance with Article 8.3.2 of the Specifications
_____		_____	2. Maintenance of Traffic Plan; receipt for Certified letters to local policing agencies, OR Delivery/Read receipts confirming that the email message was received and all required letters were attached; MOT qualifications including emergency telephone number – 1 copy
_____		_____	3. 3A, & 3B Erosion control plan and schedule; completed certification form 650-040-07, (signed by a principal of the company) from the prime and any subcontractors performing erosion control or final stabilization work; NOI (copy of the application and acknowledgement letter) for the FDEP Generic Permit for Stormwater Discharge from Large and Small Construction Activities; NOI (copy of the application and acknowledgement letter) for the FDEP Generic Permit for the Discharge of Produced Ground Water from any Non-Contaminated Site Activity; copy of the St. Johns River Water Management District NOI to use Noticed General Permit for Short Term Construction Dewatering. (if applicable); copy of the Duly Authorized Representative and the FDEP Notice email (if applicable); 1 copy of erosion control plan and schedule
_____		_____	4. Computer Access Request Forms for MAC
_____		_____	5. General Check list overall safety program – 1 copy
_____		_____	6. Contractor's motor vehicle registration acknowledgement. (No payment will be made to the Contractor until the required proof of registration is on file with the Department. See Section 337-141(2) F.S. (latest edition) and Section 320 F.S. (latest edition) Authorization letter to execute project changes
_____		_____	7. Name and address of Company executive for Contract Modifications and Final Payment letter. Contractor certifications made by an officer or director of the Contractor with authority to bind the Contractor for the following (per Specifications 4-3.2.1) <ul style="list-style-type: none"> a. A listing of on-site clerical staff, supervisory personnel and their pro-rated time assigned to the Contract b. Actual Rate for items listed in Table 4-3.2.1 in Specifications Section 4-3.2.1. Existence of employee benefit plan for holiday, sick, vacation benefits, and a retirement plan c. Payment of per diem is a company practice for instances when compensation for per diem is requested.
_____		_____	8. Lighting plan if there will be night work (if applicable)
_____		_____	9. Provide railroad insurance (if applicable)
_____		_____	10. Will the Contractor furnish the borrow pit? If so, provide documentation
_____		_____	11. Contractor to request an endangered species biological investigation report.
_____		_____	12. Optional base to be used on the project. Provide letter signed by the Contractor at the preconstruction conference.
_____		_____	13. Partial payment for delivery of certain materials.
_____		_____	14. Notification of lane closures of 2 hours or more.
_____		_____	15. Certification of previous payments to subcontractors, unpaid bills procedure, sublets, rental agreements and Purchase Orders.
_____		_____	16. Procedure for handling time extensions/adjustments/initiating time extensions plus handling contractor claims.
_____		_____	17. Change in Traffic Control Plans following the preconstruction meeting.
_____		_____	18. Handling and disposal of waste or used oil on the project (Bill No. CS/SB 986 Section 57-87).
_____		_____	19. Contractor's past performance report (blank copy).
_____		_____	20. Safety requirements in accordance with MUTCD.

SIGNED: _____
(CONTRACTOR'S DESIGNATED OFFICIAL)