

**Required Supporting Documents for Stormwater BMP(s)**

Georgia Environmental Protection Division (GAEPD) Section 319(h) Grant Contract Checklist

**INITIAL DESIGN CONCEPTS:**

<p>If concept designs are allocated to project budget, estimated costs must be less than \$25,000 to avoid having to procure a subcontractor through required competitive bidding process.</p> <p><b><u>Should include the following:</u></b></p>	<p>Appropriate to BMP size/complexity, may be completed by property owner or engineering staff/firm.</p>
<ul style="list-style-type: none"> <li>• Site Research</li> </ul>	
<ul style="list-style-type: none"> <li>• Engineering Concepts</li> </ul>	
<ul style="list-style-type: none"> <li>• Most appropriate BMP selection</li> </ul>	
<ul style="list-style-type: none"> <li>• Selected BMP design (initial design concept)</li> </ul>	<p>Must be signed and dated by all participants</p>

**CONTRACT FOR AWARDED FUNDS:**

<p>ORGANIZATION will proceed with site research, engineering specifications, BMP selection, and design. Also, as appropriate to BMP size/complexity, ORGANIZATION will seek to secure required permits, and work on developing BMP Maintenance Plan or Standard Operating Procedures.</p>	
<p>Submit completed IRS W-9 Form</p>	<p>Must be signed and dated</p>
<p>Contract between the Southern Georgia Regional Commission (SGRC) and ORGANIZATION</p>	<p>Must be signed and dated by SGRC and ORGANIZATION.</p>

**PROCUREMENT PROCESS FOR BMP DESIGN/BUILD OR CONSTRUCTION CONTRACT:**

<p>If estimated costs for design/build or construction exceed \$25,000, ORGANIZATION must procure a subcontractor through a competitive bidding process.</p> <p><b><u>Should include the following:</u></b></p>	<p>Appropriate to BMP size/complexity.</p>
<ul style="list-style-type: none"> <li>• Development of a Request for Proposal (RFP)</li> </ul>	
<ul style="list-style-type: none"> <li>• RFP sent to more than one subcontractor for design, build, and/or construction bid</li> </ul>	
<ul style="list-style-type: none"> <li>• Include certified Women Business Enterprises (WBE) and Minority Business Enterprises (MBE) in RFP opportunity</li> </ul>	
<ul style="list-style-type: none"> <li>• Review bids/proposals from subcontractors</li> </ul>	
<ul style="list-style-type: none"> <li>• Select most qualified bid/proposal based on initial design concepts</li> </ul>	

*An Equal Opportunity Employer / Program*

<b>COMPLETE STORMWATER BMP:</b>		
	ORGANIZATION, engineering firm, or construction company will secure appropriate permits (if required):  <b><u>May include permits for the following:</u></b>	Appropriate to BMP size/complexity.
	<ul style="list-style-type: none"> <li>Local Issuing Authority for Land Disturbing Activities</li> </ul>	Must be signed and dated by ORGANIZATION and/or issuing entities.
	<ul style="list-style-type: none"> <li>State Buffer Variance</li> </ul>	Must be signed and dated by ORGANIZATION and/or issuing entities.
	<ul style="list-style-type: none"> <li>Army Corps of Engineers (instream or designated wetland encroachment)</li> </ul>	Must be signed and dated by ORGANIZATION and/or issuing entities.
	ORGANIZATION, engineering firm, or construction company will complete construction of stormwater BMP in accordance with approved design concept.	Appropriate to BMP size/complexity.
	ORGANIZATION, engineering firm, or construction company will develop and finalize a BMP Maintenance Plan or Standard Operation Procedures.	Appropriate to BMP size/complexity.
	ORGANIZATION, engineering firm, or construction company will document final approval/satisfactory completion of the contracted work.	Must be signed and dated by ORGANIZATION and/or permitting agencies.
	Take Pre and Post BMP implementation(s) photographs	ORGANIZATION and/or SGRC
<b>PROOF OF PAYMENT FROM ORGANIZATION TO SUBCONTRACTORS</b>		
	Dated, itemized invoice(s) from subcontractors	Submitted by ORGANIZATION
	Copy of signed and dated check to subcontractors in the invoiced amount	Signed and dated by ORGANIZATION
<b>PAYMENT TO ORGANIZATION</b>		
	Payment Request to the SGRC for 50% reimbursement of BMP implementation costs	Completed by ORGANIZATION
	Purchase Requisition to the SGRC for 50% reimbursement of BMP implementation costs to ORGANIZATION	Completed by SGRC.
	Request for reimbursement from GAEPD	Completed by SGRC.
<b>SEDIMENT, NITROGEN &amp; PHOSPHOROUS LOAD REDUCTIONS</b>		
	Region5 or STEP-L BMP Models for each producer contract.	Completed by SGRC