



Florida Department of Environmental Protection

PROJECT WORK PLAN

Required Signatures: **Adobe Signature**

Project Number: _____ Project Name: _____
Project Location: _____ Project Budget: _____
Design Project Manager: _____ Construction Project Manager: _____
Date Assigned: _____ Project Type: D C P DP DPC

Project Overview:

- Is this a task assignment? Y N
- Provide a one paragraph synopsis of the project that is your understanding of the scope to date (May change if project scope meeting has not been completed).

- Has this scope been described and approved by client/management? By: _____
Y (Date: _____) N (Anticipated Date: _____)
Additional Approvals: _____

- Are there land co-managers or separate owners? Y N , Explain: _____

Project Funding:

- Have the funds been allocated for Planning/Design/ Permitting? Y N
- Have the funds been allocated for Construction? Y N
- Deadline to spend funds: _____

Pre-Design Data:

- Is project in compliance with UMP (including local zoning, land use, etc.)? Y N , Explain: _____
- Potential personnel involved, their role, and agency. List all possible personnel. (Ask the District Asst. Bureau Chief for names.)

Personnel	Role	Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Who are the potential governing agencies and permit authorities?

Contact Name	Role	Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Who are utility providers?
 - o List providers of electrical, sanitary, and water. List any impact fees.

 - o Are there existing utilities?

- Identify possible easement needs. (Contact Park Planning and State Lands concerning acquisition.)

- Describe potential energy saving options: _____
- Does the project area contain any known historic (50 years or older) features? Y N
 If yes, describe here: _____
 - * Get BNCR review and recommendations as soon as possible, if applicable.
 - * Check proposed work against DHR monitor matrix. Submit for DHR approval.

Design Team Data:

- In-House Design? Y N , who? List potential design assistance providers:

- Outside Consultant? Y N , who?

- Will this project be built by CM or LOW BID? CM Low Bid
- Survey Required? Y N , who? _____ Date Obtained: _____
- Hazardous material survey (asbestos/lead)? Y N Date Obtained: _____
 - o List all potential needs: _____

Proposed Action Plan:

- Provide a basic description of key steps and landmark dates.
 1. Pre-design: Beginning date: _____ – Ending date: _____
 - List steps (proposed meetings, discovery needs, etc.)

 2. Schematic Design Beginning date: _____ – Ending date: _____
 - List potential steps (proposed meetings, drawing outlines, specification outlines etc.)

 3. Design Development Beginning date: _____ – Ending date: _____
 - Preliminary/Schematic Y N Date Obtained _____
 - 30% Plans Y N Date Obtained _____
 - 60% Plans Y N Date Obtained _____
 - 90% Plans Y N Date Obtained _____
 - Estimation of Probable Costs: _____
 - 100% Plans (Ready for Bidding) Date Obtained _____
 - Other: _____ Date Obtained _____
 4. Permitting Beginning date: _____ – Ending date: _____
 - Fire Marshal Y N Date Obtained _____
 - DHR Y N Date Obtained _____
 - Local Building Department Y N Date Obtained _____
 - Beaches and Coastal Y N Date Obtained _____
 - US Coast Guard Y N Date Obtained _____

- US Army Corps of Engineers Y N Date Obtained _____
 - Water Management District Y N
 - Other? _____ Date Obtained _____
5. Pre-Bid Services Beginning date: _____ – Ending date: _____
- Plan Sign off By Design and Construction Sections: Y N Date Obtained _____
 - Estimated Clearinghouse Date: _____
6. Bid Services
- The expected bidding cycle is ____ days which includes advertisement, any addendums, opening, protest period and award. (confirm timeline with BDC Contracts Team)
 - Advertising Requirements: _____
7. Anticipated Construction Period Beginning date: _____ – Ending date: _____
- Proof of Bond Needed? Y N Date Obtained _____
 - Limitations of Site: _____
 - Park Closures: _____
 - F/A office notified for demolition/ relocation/ salvage: Y N Date Obtained _____
 - Completed Applications? Y N Date Obtained _____
 - F/A property office notified for new building: Y N Date Obtained _____
 - Completed Applications? Y N Date Obtained _____

Budget:

- Discuss potential budget concerns here: _____

Comments, Recommendations and Concerns:

- List all potential items. The more that can be discussed and resolved prior to moving forward the better. No concern is too small to discuss. Your individual knowledge base and input is needed.

Attachments (project schedule, project budget, etc.):

- List any attachments here: _____

To the best of my knowledge, I hereby attest and certify the information herein and all submitted supplemental documentation are true and correct.

BDC/District Project Manager

Signature

Date

This Work Plan has been reviewed by the Project Manager's Supervisor and has been found to be true and correct, to the best of my knowledge.

BDC/District Project Manager's Supervisor

Signature

Date

Project Sign-off Form

The construction documents, permits, and checklist for non technical specs for this project has been reviewed by the Bureau of Design and Construction and have been found to be adequate for bidding and construction purposes.

Comments:

BDC/District Project Manager	Signature	Date
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BDC Preconstruction Section Supervisor	Signature	Date
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BDC Construction Section Supervisor	Signature	Date
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BDC/District Assistant Chief	Signature	Date
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BDC/District Chief	Signature	Date
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BDC Contracts Team Lead	Signature	Date
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