

501. Project Manuals

Purpose: For projects where a project manual is warranted, this policy provides standards for the development of said manuals. Project manuals are generally reserved for complex projects, generally greater than \$100,000 in cost.

Standard 1: Projects with a construction cost greater than \$100,000 must have a project manual created.

Standard 2: Unless otherwise directed by the Board, the CRWD's Administrator, Engineer and legal counsel must have a minimum of 14 days to review and provide comment on the project manual before it is brought before the CRWD Board of Managers for approval.

Standard 3: Project Manuals, at a minimum, shall contain the following parts:

- Instructions to bidders
- All applicable bonds (bid, performance, payment)
- Responsible contractor requirements
- Insurance
- Agreement forms
- General & Supplementary conditions
- Description/ summary of work
- Measurement & payment
- Project closeout/ warranties

Standard 3: Specifications contained within project manuals shall specify the following:

- The use of environmentally-friendly materials where possible & practical, as determined by the CRWD's Engineer.
- All requirements that are applicable by law or grant agreement (as known at the time of manual creation), including (but not limited to):
 - Prevailing wage
 - Responsible contractor requirements
 - Applicable permits (MNDNR, USACOE, WCA)
- Schedule of payments to the winning bidder, with payment requests to be submitted at least one week prior to the CRWD Board of Managers regular meeting.