

EXHIBIT E

SRF BID CHECKLIST

REVISED 05/03

APPLICANT: _____

INITIAL REVIEW: _____ PROJECT NO: C-544 _____

CONTRACT(S): _____

(MARK ALL ITEMS WITH A CHECK OR N/A. PROVIDE COMMENTS AS NECESSARY).

TECHNICAL REVIEW:

1. FONSI issued _____ Date: _____

2. Plans & Specifications, addenda submittal and approved _____ Date: _____

3. Applicable Federal & State wage rates in specs _____

4. All applicable permits in hand _____

NPDES Permit issued: _____ Date: _____ Finalized: _____ Date: _____

5. Were there any changes to the proposed project as originally approved in the facilities plan? _____ Describe: _____

6. Indication that low bidder has received all addenda _____

7. Have costs increased significantly or seem unreasonable? _____

If yes, why? _____

Have reasons been given to justify increase? _____

8. Is selected alternative still the most cost effective? _____

9. Is project schedule acceptable? _____

Reviewer Date

Engineering Supervisor Date

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ADMINISTRATIVE REVIEW:

1. Tabulation of bids presented, indicating proposal submitted is from lowest responsible bidder _____
2. Evidence of advertising _____
3. Title opinion presented, signed by competent title counsel, identifying the project and contract(s) and indicating the applicant has, or will obtain without delay, valid title(s) and/or rights-of-way _____
4. If proposal is not from lowest bidder, attorney's opinion as to why it was chosen submitted _____
5. Proposal of lower bidder, signed by appropriate parties _____
6. All mathematical extensions are correct _____
7. Statement provided per Executive Order 11246 _____
8. Certification of non-segregated facilities _____
9. Bid bonds (WV resident agent), power-of-attorney _____
10. Documentation of contractor's DBE "good-faith efforts" _____
11. Applicant complied with M/WBE "Six Affirmative Steps" _____
12. For bid protests, is applicant's resolution enclosed _____
13. A/E Agreement Approval _____ Date: _____
14. Pre-award Compliance Review Report (4700-4) _____
15. Administrative/legal expenses are documented and reasonable _____
16. Sufficient funds are available to complete project _____

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17. PSC Certificate of Convenience and Necessity Issued

Special conditions? _____

Date: _____

18. Payment Schedule is included

19. Project Coordinator's Agreement Approved

Date: _____

20. If an Intermunicipal Agreement is required, approved by PSC

Date: _____

21. Sewer Use Ordinance approved (or previously approved under SRF program)

Date: _____

22. Special Conditions to be included in Loan Agreement:

23. SUMMARY REVIEW OF PROJECT:

24. LOAN TERMS:

Amount: _____ Interest Rate: _____ Admin. Fee: _____

RECOMMEND APPROVAL:

Project Manager Date

Program Manager Date