

SRF POST BID CHECKLIST

APPLICANT: \_\_\_\_\_

INITIAL REVIEW: \_\_\_\_\_ PROJECT NO: C-54 \_\_\_\_\_

CONTRACT(S): \_\_\_\_\_

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

TECHNICAL REVIEW:

1. Applicable Federal & State wage rates in specs (Davis Bacon) \_\_\_\_\_

2. All applicable permits in hand: \_\_\_\_\_

NPDES Permit issued: Date: \_\_\_\_\_ Finalized Date: \_\_\_\_\_

Permit:for \_\_\_\_\_

Permit for \_\_\_\_\_

3. Indication that low bidder has received all addenda \_\_\_\_\_

4. Have costs increased significantly or seem unreasonable? \_\_\_\_\_

If yes, why? \_\_\_\_\_

\_\_\_\_\_

Have reasons been given to justify increase? \_\_\_\_\_

5. Is the contractor on the Debarment List? [www.epls.gov](http://www.epls.gov) \_\_\_\_\_

6. Is selected alternative still the most cost effective \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reviewer Date

\_\_\_\_\_  
Engineering Branch Leader Date

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ADMINISTRATIVE REVIEW:

- 1. Evidence of advertising \_\_\_\_\_
- 2. Tabulation of bids presented, indicating proposal is from lowest responsible, responsive bidder \_\_\_\_\_
- 3. If proposal is not from lowest bidder, legal opinion as to why it was chosen \_\_\_\_\_
- 4. Proposal of bidder, signed by appropriate party(ies) \_\_\_\_\_
- 5. All math extensions are correct \_\_\_\_\_
- 6. Statement provided per Executive Order 11246 \_\_\_\_\_
- 7. Certification of non-segregated facilities \_\_\_\_\_
- 8. Bid bonds, power-of-attorney, included \_\_\_\_\_
- 9. Certification of Alcohol & Drug Free Workplace Plan \_\_\_\_\_
- 10. For bid protests, loan recipient' legal resolution \_\_\_\_\_
- 11. DBE procurement documentation:
  - professional services \_\_\_\_\_
  - contractual services \_\_\_\_\_
  - construction services \_\_\_\_\_
- 12. Engineering agreement approved: \_\_\_\_\_
- 13. Administrative/legal agreements approved, expenses are documented  
And reasonable \_\_\_\_\_
- 14. Project coordinator agreement approved: \_\_\_\_\_
- 15. Pre-award Compliance Review Report (4700-4) \_\_\_\_\_
- 16. PSC Certificate of Convenience & Necessity issued: \_\_\_\_\_  
Special conditions listed: \_\_\_\_\_  
\_\_\_\_\_
- Intermunicipal agreement approved, if required \_\_\_\_\_
- 17. Final title opinion, signed by competent title counsel, Identifying project and contract(s) and indicating the applicant has, or will obtain without delay, valid title(s) and/or rights-of-way \_\_\_\_\_

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18. Payment and milestone schedules included \_\_\_\_\_

19. Sewer Use Ordinance in effect (updated if previously approved or newly enforced) date: \_\_\_\_\_

20. Summary review of Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Special conditions to be included in loan/bond purchase agreement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Loan Terms:

Amount: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Admin. Fee: \_\_\_\_\_

Amount: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Admin. Fee: \_\_\_\_\_

RECOMMEND APPROVAL:

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date