CWSRF PRE-BID ADMINISTRATIVE CHECKLIST

Proj	ect:			C-54	
Initia	tial Review Date: Final review Date:				
TEC	HNICAL:				
1.	Facilities plan app	oroval date	: :		
2.	Plans & Specs ap Construction st	•	e: n 1 year of approval?	?	Y / N
3.	D R	PDES OH ailRoad	submitted	or approved or approved	
CON	MMENTS:				
	Reviewer/Enginee		 IJDC #:	Da	Date
	All other fundin				Y / N
2.	Draft project so	hedule red	ceived		Y / N
3.	Project is on cu	ırrent prior	ity list	FF	Y:
4.	Loan recipient i	is registere	ed vendor of the Stat	e FIMS Vendor	r#:
5.	Authorized representative		e resolution received		Y / N
6.	Sewer use ordi Approved (if ap		olution received		Y / N
	Previously app	roved in SI	RF program?		Y / N
7.	Draft budget sh	nowing fun	ding sources by line	item	Y / N

Form 46-9 1

8. Intermunicipal agreement necessary w/:	rev. A	pril 2015				
Submitted to PSC 9. PSC Certificate of Convenience and Necessity Filed or final? (circle) PSC Case #: Date: Copy of the Rule 42 submitted to CWSRF PSC Attorney: Agreement received Y / N 10. Preliminary accountant's certificate received Accountant: Agreement received Y / N 11. Preliminary title opinion (at least 80% of total required) General: ROW: Legal agreement(s) received Y / N 12. Existing debt? Combined system? Bond Counsel: Agreement received Y / N 13. In compliance with prior loan requirements? Financial reports submitted Latest MBC report 14. Engineer agreement & procurement documentation rec'd Y / N Engineer: Approval date (if applicable): 15. Project coordinator's agreement/procurement documentation rec'd Y / N Coordinator: Approval date (if applicable): 16. Applicant ready to receive pre-bid letter Reviewer Date	8.	Intermunicipal agreement necessary w/:	Y / N			
9. PSC Certificate of Convenience and Necessity Filed or final? (circle) PSC Case #:		Submitted to CWSRF				
Filed or final? (circle) PSC Case #:		Submitted to PSC				
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Agreement received Y / N 10. Preliminary accountant's certificate received Accountant:						
Accountant:			Y / N			
Accountant:	10	Draliminary accountant's cortificate received				
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11. Preliminary title opinion (at least 80% of total required) General:			N/ / NI			
General:		Agreement received	Y / N			
Legal agreement(s) received Y / N 12. Existing debt? Y / N Combined system? Y / N Bond Counsel: Agreement received Y / N 13. In compliance with prior loan requirements? Y / N Financial reports submitted Y / N Latest MBC report Y / N Engineer agreement & procurement documentation rec'd Y / N Engineer: Approval date (if applicable): 15. Project coordinator's agreement/procurement documentation rec'd Y / N Coordinator: Approval date (if applicable): 16. Applicant ready to receive pre-bid letter Y / N Comments Reviewer Date	11.	Preliminary title opinion (at least 80% of total required)				
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Bond Counsel: Agreement received		Combined system?	Y / N			
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Engineer:		Latest MBC report				
Engineer:	14.	Engineer agreement & procurement documentation rec'd	Y / N			
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Coordinator: Approval date (if applicable): 16. Applicant ready to receive pre-bid letter Y / N Comments Date	15.	Project coordinator's agreement/procurement documentation rec'd	Y / N			
Approval date (if applicable): 16. Applicant ready to receive pre-bid letter Y / N Comments Reviewer Date		,				
Comments Date						
Reviewer Date	16.	Applicant ready to receive pre-bid letter	Y / N			
	Com	ments				
Manager Date	Revi	ewer	Date			
	Mana	ager	Date			

2

Form 46-9

INSTRUCTIONS FOR FORM 46-9 PRE-BID ADMINISTRATIVE CHECKLIST

On SRF projects, the checklist is to be utilized guide the project manager in assisting and assessing the loan recipient with the various required actions and submissions in order to receive a loan.

The initial assessment of the project's ability to proceed to construction will begin around 75% completion of plans and specs or when the engineering section advises that the plans and specs have been submitted.

Upon completion and supervisors' review of this checklist, a letter approving authorization to advertise may be issued.

Any project problems should be noted on this form as well as any verbal approvals/communications.

Form 46-9

3