

CWSRF PRE-BID ADMINISTRATIVE CHECKLIST

Project: \_\_\_\_\_ C-54 \_\_\_\_\_

Initial Review Date: \_\_\_\_\_ Final review Date: \_\_\_\_\_

**TECHNICAL:**

- 1. Facilities plan approval date: \_\_\_\_\_
- 2. Plans & Specs approval date: \_\_\_\_\_  
Construction start is within 1 year of approval? Y / N
- 3. Permit applications:
  - NPDES public notice \_\_\_\_\_
  - DOH submitted \_\_\_\_\_ or approved \_\_\_\_\_
  - RailRoad submitted \_\_\_\_\_ or approved \_\_\_\_\_
  - Other \_\_\_\_\_ submitted \_\_\_\_\_ or approved \_\_\_\_\_

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

\_\_\_\_\_  
Reviewer/Engineer

\_\_\_\_\_  
Date

**ADMINISTRATIVE:**

- 1. IJDC recommendation: IJDC #: \_\_\_\_\_ Date: \_\_\_\_\_  
All other funding has been committed Y / N
- 2. Draft project schedule received Y / N
- 3. Project is on current priority list FFY: \_\_\_\_\_
- 4. Loan recipient is registered vendor of the State FIMS Vendor #: \_\_\_\_\_
- 5. Authorized representative resolution received Y / N  
Representative: \_\_\_\_\_
- 6. Sewer use ordinance/resolution received Y / N  
Approved (if applicable) \_\_\_\_\_  
Previously approved in SRF program? Y / N
- 7. Draft budget showing funding sources by line item Y / N

- 8. Intermunicipal agreement necessary w/ \_\_\_\_\_ Y / N  
Submitted to CWSRF \_\_\_\_\_  
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? 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 \_\_\_\_\_
  
- 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 Y / N

Comments \_\_\_\_\_

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

\_\_\_\_\_  
Manager \_\_\_\_\_ Date \_\_\_\_\_

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.