



Project Construction Summary for Equivalency Projects



SRF Project Number _____

Project Name _____

Project Sponsor _____

This form assists sponsors in compiling bidding information and documentation, and reporting minor changes. After taking bids, compile the items listed under Item 4. Forward the complete "Bid Package" to: SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201.

1. Have there been any changes in the project since the plans and specifications were approved?
If yes, list below:

Addendum No. _____ Approved _____

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Addendum No. _____ Approved _____

2. Please list *any other sources* of funding necessary to finance this project. Are additional funds necessary to finance ineligible construction or other ineligible expenditures?

3. Bid Information: Bid Advertisement Date _____

Bid Opening Date _____

Bid Expiration Date _____

4. Submit the following (Bid Package Items):

- a. This *Project Construction Summary Form* (DHEC 3589) signed by the Project Sponsor's Representative.
- b. A certified copy of the advertisement with date of publication.
- c. A copy of the Project Sponsor's Bidders list.
- d. A copy of the detailed bid tabulation certified by the Project Sponsor's engineer.
- e. Proposal of the successful bidder(s).
- f. A copy of the Bid Bond and associated Power of Attorney.

- g. A copy of the Davis-Bacon wage rate used in bidding the project.
- h. A copy of the engineer's award recommendation of low bidder(s) to the Project Sponsor listing the proposed contract amount. If the award is recommended to anyone other than the low bidder(s), provide justification for this decision.
- i. A certified copy of the Project Sponsor's tentative award resolution listing the proposed contractor(s) and contract amount(s).
- j. A copy of the *Bidder's American Iron and Steel Certification*" (DHEC 2556).
- k. A copy of the *Prime Contractor's Subagreement Certification Form* (DHEC 3591) from the proposed low bidder(s).
- l. Evidence that the low bidder(s) complied with the Disadvantaged Business Enterprise (DBE) requirements listed in the bid documents. (Documentation of bidder's good faith efforts.) DBE approval must precede bid package approval.
- m. A copy of the proposed prime contractor's Bidders List.
- n. A copy of the *EEO Documentation Form* (DHEC 2323), with all required attachments (to include the *EEO Certification by Proposed Prime or Subcontractor* (DHEC 3592)), from the proposed prime contractor(s).
- o. A copy of the *EEO Documentation Form* (DHEC 2323), with all required attachments (to include the *EEO Certification by Proposed Prime or Subcontractor* (DHEC 3592)), from all subcontractors whose contract amount is expected to exceed \$10,000.
- p. A copy of the *Certification Regarding Debarment, Suspension, and Other Responsibility Matters* (DHEC 3590) from the proposed prime contractor(s).
- q. A copy of the *Certification Regarding Debarment, Suspension, and Other Responsibility Matters* (DHEC 3590) from all subcontractors whose contract amount is expected to equal or exceed \$25,000.
- r. A signed copy of the *Project Inspection Designation Form* (DHEC 2324), with all required attachments, indicating the selected method of providing continuous inspection during construction.

Signature of Project Sponsor's Representative

Date

Printed Name and Title of Project Sponsor's Representative

INSTRUCTIONS – DHEC 3589

PURPOSE: The *Project Construction Summary for Equivalency Projects* acts as a checklist to aid the Project Sponsor with compiling the required bidding documentation for State Revolving Fund (SRF) review as well as for reporting minor changes.

INSTRUCTIONS: The Project Sponsor's Representative should complete this form.

Provide the SRF Project Number, Project Name and Sponsor's Name. Answer each question, sign the form and submit the form and requested attachments to the SRF Section.

DHEC REVIEW AND FILING: The SRF Section will use this form to document bidding information. The form will be kept in the Bidding file for the named project and will be retained for three years following the final SRF disbursement to the project's Sponsor - per Retention Schedule 15795.

Submit by email to DHEC project manager or by mail to:

SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201